

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of a meeting of the Full Governing Body of the Federation
Monday 13th May 2019, St Hilda's

Present: Clare Almond (Vice Chair) Jayne Conacher
Victoria Forrester (Chair) James Pynn (Head)
Andrew Reid 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/19/038	<u>Welcome</u> The Chair welcomed governors and said a prayer.	
FG/19/039	<u>Apologies for absence</u> M Boothroyd sent apologies due to illness. J Richardson sent apologies due to pre-arranged holiday. Governors consented to this apology. C Almond sent apologies for arriving late. The meeting was declared quorate.	
FG/19/040	<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 and after the meeting.	
FG/19/041	<u>Notification of urgent other business</u> Governors agreed to discuss an additional policy (FG/19/051)	
FG/19/042	<u>Public minutes of the meeting held on 11th March 2019</u> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on 11 th March The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. 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 11 th March. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: J Conacher Seconded: J Senior	

FG/19/043	<p><u>Matters arising from the previous minutes</u> <u>Safeguarding Audit [FG/19/024]</u> M Boothroyd had visited St Hilda's and had almost finished scrutinising the Safeguarding Audit and associated policies. A number of items raised had already been addressed by the Head. A further visit was required at St Hilda's as well as a visit at Hovingham.</p> <p><u>Governor Vacancies [FG/19/025]</u> J Conacher had approached a specific member of staff to take on the role of Staff Governor and had been met with a positive response. She would follow this up. V Forrester had registered interest with Governors for Schools [formerly known as SGOSS] to find a new co-opted governor. She had specified skills in finance, marketing and fundraising. It was suggested that the village notice boards could be used to publicise the vacancy. The Parent Governor vacancy had been advertised to parents and the post had been filled by J Conacher. The Chair thanked J Conacher for her continuing support.</p> <p><i>[C Almond and F Standen arrived at 5.45pm]</i></p> <p><u>Ofsted framework [FG/19/026]</u> It was agreed that this would be an ongoing action. It was noted that the final version of the framework would be released on May 14th.</p> <p><u>School uniform policy [FG/19/026]</u> The Head had read School Uniform policies from other settings, particularly about skirt length and it was agreed that a new policy should be released in September specifying that skirts should be knee-length.</p> <p>All other actions had been completed.</p>	<p>MB</p> <p>JC</p>
FG/19/044	<p><u>Governance</u> <u>Parent governor</u> As previously noted, J Conacher returned to the role of Parent Governor.</p> <p><u>RSE link governor</u> The Head explained that it was considered good practice to have a link governor for Relationship and Sex Education, particularly with a new RSE framework expected in 2020. C Almond agreed to take on the role.</p> <p><u>School website</u> Governors were reminded to check the governance page of the school websites to ensure that their pen portrait was up to date. The Clerk would forward any information that she had about terms of office etc. F Standen would send in a pen portrait and photograph to be added to the page. It was noted that the rest of the structure of the page was complete.</p>	<p>Clerk</p> <p>FS</p>
FG/19/045	<p><u>Headteacher updates (Core Function – Educational Performance)</u> <u>Headteacher Report</u> <i>[Report was circulated with the agenda]</i> The Head explained that the report was an outline of the Spring term including data analysis.</p>	

Pupil numbers for September were at 2 for Hovingham and 5 for St Hilda's.

Q. Are the St Hilda's children coming from nursery?

A. Yes, they are and the two Hovingham children are siblings of existing pupils.

CONFIDENTIAL MINUTE

The Head pointed out that there were still pupils adrift of EOY targets. He explained that some of this was due to the aspirational nature of targets and suggested making comparisons with the end of the previous year. He urged link governors for Maths and English to explore the several cases where this gap had narrowed.

A Pupil Progress meeting had been held with class teachers at Hovingham on 7th May and a similar meeting would take place at St Hilda's on 14th May.

Q. It looks as though there is some good progress in reading at St Hilda's. Is this just down to the cohort?

A. It is to do with the cohort, but it also shows signs of the benefit of splitting the Nursery and KS1 classes. Staff have been working very hard and there's a real uplift.

Comment: Class 2 looks better as well.

A. A lot of work has been done at KS2 on targeting questions to specific pupils. This is also happening at Hovingham, but it seems to be having more of an immediate impact at St Hilda's.

The Head went on to explain that the way in which writing was assessed made it challenging to provide accurate data. It involved a list of statements that the children were expected to have met and it was not always easy to predict earlier in the key stage whether pupils would be able to reach ARE by the end of Y6. Nevertheless, writing judgements had been assessed by other schools and it had been demonstrated that they were correct. Further moderation would take place with Slingsby and Terrington schools.

Q. Are we still evidencing the impact of Pupil Premium spending?

A. Yes. Heather [Leggett] and I are reviewing the Pupil Premium report and will bring it to the next meeting. There aren't any Pupil Premium children at Hovingham but here [at St Hilda's] we can evidence progress although it's not sufficient yet to close the gap.

Maths assessment tests had changed recently, and the Head pointed out that the gap had narrowed in this area at Hovingham. This was not due to teaching to the test, but it was more to do with greater coverage of the curriculum.

Comment: There are still a lot of children adrift.

A. Yes there are. Some of those children are on the SEN register so it's a question of narrowing the gap as much as possible.

Q. Can we evidence progress [of children] with SEN?

A. Yes. There is more confidence in reading, more writing and better writing and an increase in independence in writing by making use of dictionaries etc.

St Hilda's Peer Review

[Report was circulated with the agenda]

Governors were informed that the review took place on 21st February with Rachel Wells of West Heslerton and Alison Tweddle of Gillamore, both experienced Headteachers of Good or better schools. The review was not considered a mock

Ofsted but it did give staff a good experience of being observed, having a senior leadership conversation and getting a new take on the school.

Q. Were the staff positive about the review?

A. They appreciated the feedback, it is a good experience to be observed by someone different. Teaching was also observed by the LA in Spring.

The report mentioned ParentView and the Head asked governors for their input in encouraging a higher level of responses from parents. This could take the form of some words from Governors about how useful and important it is for the school to receive this feedback.

Q. Do you get to see the responses?

A. I can't see them at the moment because there are so few of them.

Governors were informed that the Head had been working with subject leaders on the idea of promptly and succinctly explaining progress in their subjects. He had suggested half-termly meetings on subjects and this had been met with a positive response. With members of staff about to go on maternity leave it was particularly important that the schools were prepared with clear and honest information about the impact of teaching and the link to the SDP.

Staff meetings were also being held on the new Ofsted framework.

Comment: Overall, I would say that this is a really positive peer review. You must be pleased with comments about strengths.

A. Yes I am, especially about how strong a start Daisy has made in her career.

Q. How much scope is there for greater differentiation? Can it be done?

A. It can be done. It's about getting it consistent. This is a key part of the work we're currently doing with the Ofsted framework.

Q. Has this feedback been passed on to staff?

A. Yes.

Q. What action are you looking for?

A. I would like more consistency.

Q. Is pupil voice working well?

A. Yes. Children have been able to talk about how they feel in school, safety, healthy eating...

Q. And are they forthcoming?

A. Yes, very much so. There is still some hesitancy with new people.

NYCC SIA visit to St Hilda's

[Report was circulated with the agenda]

Governors were reminded that the SIA had already visited Hovingham but had delayed this visit due to the Peer Review. The SIA spent some time with the Head, looking at teaching and learning and commented that at KS1 level, the school should take strong teaching and make it very strong teaching. KS2 teaching received very strong, positive comments and the Head was also happy with work taking place in nursery and reception including SEND.

Q. There was one comment that stood out to me and that concerned teachers not pronouncing words properly. How common is this?

	<p><i>A. That comment was disputed at Hovingham. I think everyone needs to be careful with consistency. There is some match funding for phonics as part of the English Hub and TAs have received some guidance on pronunciation.</i></p> <p><i>Q. So, are you saying that it's not a concern?</i></p> <p><i>A. I think it is important.</i></p> <p>CONFIDENTIAL MINUTE</p> <p><i>Q. Is there any guidance on this? Phonics had been put out as 'golden' for reading but everyone had different accents, there are difference languages and some children are just visual learners.</i></p> <p><i>A. Yes, we have to be flexible but at the moment, phonics is how things are done.</i></p> <p><u>RE Statement of Entitlement</u> <i>[Document was circulated with the agenda]</i> Governors were informed that this related to the new SIAMs framework and that it would be considered in more detail by the Foundation Governors.</p>	
FG/19/046	<p><u>School Development Plan (Core Function – Strategic Direction)</u> <i>[Document was circulated with the agenda]</i> Governors were advised that the SDP had been annotated with Red Amber and Green at the end of the Spring term.</p> <p>Sports funding was being used for PE training to enable in-house ownership of PE. This would consist of an audit of the current provision and support for both the practical and theoretical side of PE teaching.</p> <p><i>Q. How much are we currently buying into?</i></p> <p><i>A. We have a weekly commitment to Malton Sports Centre during the Autumn and Spring terms and the after-school clubs at Hovingham. From September, all sports will be done internally here [at St Hilda's]. External providers will still be used at Hovingham because of the forthcoming maternity leave.</i></p> <p><i>Q. What kind of activities will be taught?</i></p> <p><i>A. The whole range – ball skills, bat and ball, gymnastics...</i></p> <p><i>Q. Will it be similar to the provision from Dave Mullholland?</i></p> <p><i>A. Similar, but we will have two sports coaches.</i></p> <p><i>Q. Will there be swimming next year?</i></p> <p><i>A. There will be swimming after half term, and we'll see how it works. If it works well, we'll do the same next year. In the past we did swimming in the Spring term but that can sometimes be a shorter term and this way, SATs will be over.</i></p> <p><i>Q. Will swimming be for all of Class 2?</i></p> <p><i>A. Yes.</i></p> <p><i>Q. Do you promote the swimming crash course?</i></p> <p><i>A. If a leaflet comes in, we're more than happy to promote it.</i></p> <p><i>Q. Is there any opportunity for the two schools to come together?</i></p> <p><i>A. The costs are tricky but we will have a day in the summer term at Robin Hoods Bay. KS2 did come together for inter-sports events.</i></p> <p><i>Q. Did we get bikability sorted out?</i></p> <p><i>A. Yes, it took place with Y5 & Y6 in February. It will happen again in two years time.</i></p>	

	<p><i>Q. Do we have any French provision at the moment?</i> <i>A. Yes, we have Victoria Cordingly who is a French native speaker. She is doing a term and a half at each school for KS2 and it has been very well received.</i></p> <p><i>Q. Is there any for the younger pupils?</i> <i>A. Not currently for budgetary reasons.</i></p> <p><i>Q. Are there any plans for visits or visitors to broaden cultural experiences?</i> <i>A. Yes, in July we will have a visitor for a day in each school [see www.amaali.co.uk]. It will include Bollywood dancing so we will be able to utilise some Sports Funding. There will be a talk about culture, faith and experience as well as chapattis, snacks and dance so that will be a really good experience for the children. Having a visitor to the school might overcome some of the reluctance to visit other places that we sometimes get from parents.</i></p> <p><i>Q. Have we a plan in case parents object to this as well?</i> <i>A. We will, in advance share with parents the details of the day. If they have any queries or comments I would be happy to meet with them.</i></p> <p><i>Q. Will there be any alternative provision?</i> <i>A. I will have to contact NYCC and ask their advice about that.</i> <i>Comment: I think it's a good way to share a broader experience.</i></p> <p><i>Q. Is it worth asking some of the parents from outside of the UK to come in?</i> <i>A. I'm happy to explore that.</i></p> <p><i>Q. Can you tell us about some of the future developments still to be actioned including WiFi at St Hilda's?</i> <i>A. At this point the WiFi is coping OK with multiple Chromebooks but it will reach a stage when it can't cope. We recently got a new server at Hovingham.</i></p> <p><i>Q. Are we still expecting the cloakroom at Hovingham to be refurbished? Is this something that the Friends can help with?</i> <i>A. The Friends gave a chunk of money and looking at the cost of this, it is likely to be a phased project. We have to look at the sink, pegs, flooring etc. and there is a lot to do.</i></p> <p><i>Q. Is there any scope for parents to help?</i> <i>A. I'm very grateful for the offer but there are different permissions and consents from NYCC due to potential hazards such as Asbestos.</i></p>	
<p>FG/19/047</p>	<p>Finance & Premises (Core Function – Financial Oversight) <u>Start Budget</u> <i>[Start Budget documents were circulated with the agenda]</i></p> <p>CONFIDENTIAL MINUTE</p> <p><i>Q. Could we re-start Forest School?</i> <i>A. A considerable amount of funding was spent on training teachers [in Forest School teaching] who subsequently left. There is also some parental view that Forest School should only be taught in Early Years. That is why it was not re-instated.</i></p> <p>The Head went on to explain that an element of Forest School had been taught at St Hilda's but that it was less easy at Hovingham due to the lack of land.</p> <p>Governors APPROVED the Start Budget.</p> <p><i>[As previously arranged, A Reid left the meeting at 7.10pm]</i></p>	

	<p>CONFIDENTIAL MINUTE</p> <p>Maintenance It has been agreed that further snow boards will be added to those already fitted at Hovingham Q. Will there be an issue due to the school's listed building status? A. The line of NYCC is that these should have been there in the first place. Q. Who will pay for this? A. It will be paid for by NYCC as it is considered an emergency. The Head explained that expensive work would ordinarily require a contribution from the school. This work would be an exception. The Head continued to have regularly monthly meetings with Andy Holt about premises maintenance. It was anticipated that the wooden path at St Hilda's would be replaced with planters, paid for by a grant. This would further improve the school grounds for current and future children.</p>	
BFG/19/048	<p>Rapid Improvement Group The Chair reported that RIG had met and discussed the budget, staffing and approaching the Hovingham Estate. The Chair would arrange the next RIG meeting.</p>	
FG/19/049	<p>Monitoring Visits J Senior had carried out a maths visit, looking at KS2 maths at St Hilda's. The report was written and would be circulated at the next FGB meeting. C Almond had carried out literacy visits at both schools. Her report was in progress. J Richardson had carried out a SEND visit and completed a report, which would be circulated at the next FGB meeting. J Conacher would arrange to meet with the cover teacher at Hovingham after half-term. F Standen had work commitments until the end of September, after which time she would arrange a visit to St Hilda's.</p>	<p>Agenda CA Agenda JC</p>
FG/19/050	<p>Health & Safety and Safeguarding As previously noted, M Boothroyd had visited St Hilda's to carry out a Safeguarding audit, which was almost complete. There were no Safeguarding issues to report.</p>	
FG/19/051	<p>Policies <i>[All policies had been circulated with the agenda]</i> Lockdown Policy Q. Who looks at this policy and how do we communicate it with parents? A. I will look at how other schools do this. Q. Will you drill children to make them aware? A. Yes, in the least threatening way possible. We would use a simple analogy such as that of a loose dog on the site. Q. Will you be practising at other venues? A. Over a period of time. Q. Will you let parents know about drills? A. Yes, I will be writing to parents. Use of Images Policy</p>	

	<p><u>RSE Policy</u> The Head explained that he had worked closely this policy with Georgie Metcalfe [Head of Slingsby Primary School] following training.</p> <p><u>Information Security</u> <i>Additional policy, circulated just prior to the meeting</i> The Head explained that he had updated all of the references in red to make the policy appropriate to the schools.</p> <p>Governors APPROVED all four policies</p>	
FG/19/052	<p>Governor Training Governors had not undertaken any training since the last meeting.</p>	
FG/19/053	<p>Any Other Business The additional policy had been dealt with [FG/19/051]</p>	
FG/19/054	<p>Matters for celebration</p> <ul style="list-style-type: none"> • Successful recruitment to cover the maternity leave of M Carter • Positive Peer Review • Positive feedback from the LA School Improvement Advisor • Excellent preparation for SATs as observed by the Chair, both in terms of staff preparation and pupil behaviour and attitude 	
FG/19/055	<p>Matters for inclusion on the next agenda</p> <ul style="list-style-type: none"> • Budget update • Staffing • Hovingham pupil numbers • Pupil Premium report • Maths visit report • Literacy visit report • SEND visit report 	
FG/19/056	<p>Date and venue of next meeting It was noted that the next meeting would take place on Monday 10th June at Hovingham.</p>	

Meeting ended at 7.45pm

Impact Statements
Governors scrutinised the Headteachers Report and questioned the Head about attainment and progress.
Governors received the SDP and discussed the provision for sport and cultural enrichment.
Governors discussed and approved the Start Budget.
Governors approved four policies

Actions			
Item ref	Action	Timeframe	Name
FG/19/043	Carry out further Safeguarding visits at both schools		MB
FG/19/043	Have a follow-up conversation with potential staff governor		JC
FG/19/044	Forward information about governors for website		Clerk
FG/19/044	Send in a photograph and pen portrait for website		FS

FG/19/049	Submit literacy visit report		CA
FG/19/049	Arrange to meet cover teacher at Hovingham		JC

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 **NYCC:** North Yorkshire County Council
NAHT: National Association of Head Teachers
NQT: Newly Qualified Teacher **RI:** Requires Improvement
RIG: Rapid Improvement Group **ROV:** Record of Visit
RSE: Relationship and Sex Education **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 **SGOSS:** School Governors' One Stop Shop
SIAMS: Statutory Inspection of Anglican & Methodist Schools