

Hovingham & St Hilda's Ampleforth CE Primary Schools' Federation

Governing Body Meeting

Monday 21st September 2015

Present – Those signing the register of attendance

James Pynn (Head)

Mark Wilson

Jane Holloway

Victoria Forrester

Sallie Harland

Cheryl Clifford (observing)

Rosalind Garnish

Jayne Conacher

Lynn Lealman

Freda Shaw

Martyn Boothroyd

Caroline Corner (Clerk)

The meeting was opened by a prayer led by Freda Shaw. MW welcomed everyone to the meeting. VF introduced Cheryl Clifford as an observer.

FG/16/01 Apologies for Absence

Apologies have been given by Mark Blades and they were accepted.

FG/16/02 Confirmation of Governor Roles, Chairman and Vice Chairman

The Governing Body agreed that as the roles had recently just been appointed at Federation it was beneficial to continue until September 2016. A discussion took place regarding the terms office and performance review of particularly the Chairman's performance. This was seen as a key element of the governing body reviewing its own performance. Mrs Clifford shared how other trustee boards carried out this evaluation process and the discussion concluded when FS asked if JP could gain an insight in to how outstanding schools in the Esk Valley Alliance carried out this key issue. **Action JP to seek information from EVA**

Chairman – Mark Wilson

Vice Chairman – Jane Holloway (shadowed by Victoria Forrester)

Safeguarding – Martyn Boothroyd

Pupil Premium – Freda Shaw

H & S – Mark Blades

SEN – Rosalind Garnish

FG/16/03 Appointment of Clerk to Governors

MW explained that Caroline Corner's name had been put forward from the NYCC Clerking Service to support the Governing Body in the Clerking of the meetings and the production of minutes to document proceedings. The Governing Body formally agreed to welcome CC and she accepted the role.

FG/16/04 Declaration of Interest & Items of Confidentiality

There were no Declarations of Interest to be made by Governors present.

Individual Business Interest Forms were circulated and signed by all Governors present and returned to JP for filing. **Action JP to file in school**

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FG/16/04 continued

An item of confidentiality was put forward by JP regarding Ryedale School. It was accepted by Governors for discussion as part of any other business and it is to be minuted confidentially.

FG/16/05 Notification of Urgent Other Business

FS asked if the school access gate at St Hilda's could be repaired or altered as it was not securing properly and possibly causing a safety risk. This item was accepted and dealt with at this point in the meeting. **Action JP to review the issue.**

FG/16/06 Minutes of the last meeting 29.06.15 held at Hovingham

The minutes of the last meeting were agreed and signed by MW.
Prop. MW Sec. JH.

FG/16/07 Matters Arising

FG/15/41 - MW asked for confirmation that the Item 9 on FG15/41 Strategic Planning had been confidentially minuted as mentioned in the minutes of 29th June 2015. **Action CC agreed to check with Heather Leggett.**

FG/15/50 – JC had not received any contract from fundraising letter.

FG/15/30 – FS confirmed that she had not been able to attend to be interviewed as planned and SH explained that she had not been invited over formally as part of Governor introductions

FG/16/08 Head Teachers Report

JP opened his report and thanked everyone Parents, Staff and Governors for the warm welcome he had received as he took up his new role. JC explained that the introductory letter that JP had sent to all parents/carers had been a very thoughtful thing to do and feedback from other parents indicated it had been very well received. MW acknowledged and thanked JP for the way he had settled in to the role within this demanding two weeks of a new academic year.

- Hovingham now have 37 pupils on roll.
- St Hilda's has 7 children now in Reception with 18 pupils in 1 class.
- The recruitment of additional teaching assistant time would offer increased flexibility to offer interventions. During the recruitment process Olivia Walters has agreed to fill in as an interim arrangement. It was confirmed that the successful applicant would have a contract that would enable them to support both schools as appropriate. JH proposed the recruitment of the additional TA and it was seconded by FS.
- The TA cost would be approximately £2000 for the rest of this academic year.
- JP explained that there were Hovingham Pupil Premium monies still to be allocated for expenditure.
- JP explained that Penny Vernon had been appointed as Education Development Advisor and a meeting is planned for 23rd September at 9am to discuss data, Ofsted etc. VF asked what are we contracted for ? JP confirmed that we are allocated one visit per term.
- Allocation of time - JP explained that he is based at St Hilda's school on Tuesdays, Thursdays and Friday afternoon with Mondays, Wednesday and Friday mornings at

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Hovingham, he travels over with the children on the bus for the Friday afternoon session. JP may opt to swop over the days later in the academic year as certain events can occur on allocated days.

- JP provided an update on Ofsted and explained that both schools were within the Ofsted window for visits. Recent training had indicated that visits may be done on a date sequence but no certainties. Ofsted are required to provide schools with 24hrs notice of a Section 8 visit. During the visit there could be two outcomes:-
 1. Inspectors could agree that we are still good schools with good standardsOr
 2. Not and give notice of a Section 5 inspection due to take place within 48 hrs this would be done to inspect in greater detail what they have seen to justify a higher or lower standard being awarded.

JC asked how Ofsted Inspectors would access Governors for a section 8 visit? JP outlined that he would contact Chair and Governors to identify nominated Governors available to meet Inspectors along with Chair.

FG/16/09 Agree prepared Pupil Premium and Sports Funding 2014-15

Governors were provided with the prepared statements that were discussed and approved for publishing on each schools website. Prop MW Sec FS.

Discussion points:-

It was noted that the first use of funding on St Hilda's Pupil Premium sheet should be amended to read IT Equipment at a cost of £761.82.

JP outlined that the Pupil Premium monies were allocated to schools based on a specific pupil criteria that now had less children meeting the criteria.

JP & FDA (SENCO) have met to discuss all the pupils in the schools and were working with Class Teachers to determine provision. FS explained that the use of IT equipment was a good example that had been brought to the Curriculum meeting showing the benefits gained from the intervention.

JC raised the issue of KS1 children having swimming lessons removed from the curriculum last year and could the issue be reviewed? **Action JP is currently looking at curriculum issues including swimming.**

JP outlined the PE provision by Mr Gee on Friday afternoons.

FS asked for clarification that staff were based on either one school site or another? JH confirmed that all staff appointed through the Federation process timescale were dual sited for work purposes.

FG/16/10 Forest Schools

JP outlined the current position that he and SH have a meeting arranged with Sir William Worsley to seek support for moving this forward. MW explained that he had discussed the principals with Sir William and his Gamekeeper but felt a more detailed meeting to discuss the objectives would be more beneficial.

Other possible sites for Forest Schools were put forward including Joan's Wood at Ness and contacting the Forestry Commission. Joan's Wood would offer a wonderful opportunity but would require transport arranging. FS explained that the Howardian Hills may be able to offer

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support for transport. It was agreed that the most suitable site would be one on the Worsley Estate. **Action JP and SH already have a planned meeting with Sir William Worsley.**

FG/16/11 School Development Plan

JP had previously circulated this plan and suggested that there were huge benefits for having Governors supporting specific subjects.

Subjects were discussed and Governors accepted the following subjects:-

Literacy MJB Early Years JC Effective Collaboration - All Governors

Aims & Values MJB and all Foundation Governors Numeracy VF

Forest Schools MW and FS Marking & Assessment VF & JC

Strategic Develop& Governance ALL Governors

JP agreed to liaise with MB for his input into subject support. **Action JP to contact MB**

FG/16/12 Staff List

It was noted that Mr Gee is contracted Weds-Fri 0.6 wte and Mrs Lealman is contracted for 24hrs and not 25hrs as previously reported. LL confirmed that she had previously offered to support additional interventions across both schools and would be happy to do so where possible.

FG/16/13 Esk Valley Alliance

JP had previously circulated the EVA proposal document and then explained the key points of the alliance. Whilst at his previous school both he and the school had benefitted from best practice opportunities and huge networking opportunities. JP asked Governors to accept his proposal to become a strategic partner organisation and it is in keeping with Ofsted asking "what Collaboration are our schools involved with?". JP explained that at least 2 of the current schools in the EVA are classed as outstanding and the EVA links in with Secondary schools and a University.

SH explained that there are no outstanding schools within the current cluster partnerships and it would be beneficial to develop partnerships with outstanding schools. Governors discussed the current collaboration links with Howardian Small Schools Alliance and it was agreed that EVA would be an additional collaborative opportunity rather than a replacement.

JP pointed out that in Part 7 there is a clause that requires each partnership organisation to be prepared to fund £1000 to underpin financial costs. It was uncertain whether as a federation we would be required to fund £1000 or £2000 for both schools. Governors views were that the costs were not prohibitive and agreed to the proposal to join as a partnership organisation. MJB proposed the joining of the EVA and seconded by JC. **Action JP to check the financial costs for the next meeting**

FG/16/14 Data

INFORM is the software being trialled in school. The Early Years team have been inputting data on to the "Early Excellence Tracker" that will be used to form a reliable baseline for new children.

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FG/16/15 Review of Governing Body Evaluation& Identified Training Needs

JH had led this piece of work and explained the background to its development.

There had been a 66% return based on 9 Governors. The National Governing Body Association suggested using a skills audit tool to show Governors that all skill bases were being covered. Gaps would then need to be filled by training or by asking for co-option. The Governors had replied using a 1-5 scoring system and after analysing the results the following issues were concluded: _

The following areas showed a below 35% positive response.:-

1. Understanding/Experience of Governance
2. Vision & Strategic Planning
3. Financial Oversight.

ITEM 1 - It was not of particular concern as each governor fulfils a particular role and not all members need to have had previous governance experience.

ITEM 2 – It is not necessary for all governors to have experience of strategic planning, but to ensure in succession planning that there are always sufficient governors with the correct experience this could be addressed by NYCC New Governor Training.

ITEM 3 – Training in financial planning and management should be made available to all governors.

JH was thanked for the time she had spent undertaking this review which would form the basis of future training and Governor development. JP was asked to clarify the finances available for governor training and CC to circulate courses and dates of forthcoming training. JH also reminded Governors that Howardian Small School Alliance should be considered to address the needs of several governors at a time. **Action JP to gather information of monies in budgets for governor training and source training information from HSSA/EVA. CC to source NYCC training information.**

FG/16/16 Governor Monitoring.

There had not been any Governor monitoring since last meeting

FG/16/17 Hovingham Toilet Refurbishment Update

JP explained that the refurbishment is due to take place during the half term break. The builders will work the first weekend to remove fittings and then have the remaining time to refurbish. The worst case scenario is that the boys may need to use staff toilets if all the refurbishment is not completed during the break.

FG/16/18 Safeguarding

JP outlined that he had met with the Area Prevention Officer to discuss general issues around safeguarding and be updated with contact details. The PREVENT training is to encourage all agencies to be aware of the grooming of individuals in order to join extremists organisations.

FG/16/19 St Hilda's 50th Anniversary

LL explained that Rose had found a leaflet about the school's original opening and it would be used to show a historical display about the school. Another suggestion had been put forward to

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produce commemorative tea towels. It was agreed to agenda a specific item for the next Governing Body meeting. **Action JP & CC to agenda this item for next meeting.**

FG/16/20 Promotion & Fundraising

MW explained that he had been interviewed by Country Living Magazine who are putting together an article about Hovingham. He explained that photos had been taken of the school building and he had used the opportunity to explain the demands placed upon small rural schools and the process of working together and forming a federation. The article is not due out till next September 2016 but will get publicity then.

JP proposed holding an Open Day in each school after half term for prospective parents to see schools in progress. This had worked well at Wykeham. VF said that she had enjoyed her preschool visit which had been organised and led in an informal way. JC explained that she would have found a school prospectus useful in preparing for her child to start school and it would have been helpful to know particular items that they needed.

Publicity was key to the success of open days and it was agreed to consider posters on notice boards in villages, playgroup areas, house sales offices and village newsletters. It was also identified that Easingwold notice boards would advertise the open day to parents who commuted.

FG/16/21 Confirmation of Dates of Meetings

The following dates were put forward and agreed:-

23rd October	530pm	Hovingham
2nd December	530pm	St Hilda's
13th January	530pm	Hovingham
8th February	530pm	St Hilda's
16th March	530pm	Hovingham
25th April	530pm	St Hilda's
25th May	530pm	Hovingham
29th June	530pm	St Hilda's

Any Other Business

FG/16/22 Confidential Item ref Strategic Planning

It was agreed that this confidential item would be discussed now and minuted confidentially.

Signed.....

Dated.....