

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of a meeting of the Full Governing Body of the Federation
held at St Hilda's
Wednesday June 22nd 2016

Present: **Martyn Boothroyd** **Jayne Conacher**
 Victoria Forrester **Jane Holloway (Vice Chairman)**
 Rosalind Garnish **Lynn Lealman**
 James Pynn (Head) **Johanna Senior**
 Freda Shaw **Mark Wilson (Chairman)**

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/16/152	Welcome - A prayer was said by F Shaw. - The Chairman welcomed governors.	
FG/16/153	Apologies for absence - Sallie Harland sent apologies due to maternity leave. - Victoria Forrester sent apologies for arriving late due to work commitments. - F Shaw gave apologies for leaving early due to another meeting. Governors consented to apologies.	
FG/16/154	Declaration of Interest & Items of Confidentiality - There were no declarations of interest made. - It was decided that no items should be treated as confidential.	
FG/16/155	Notification of urgent other business - Governors agreed to discuss dates for all meetings for the next academic year.	
FG/16/156	Public Minutes of the FGB held on 25th May 2016 - Governors scrutinised the public minutes of the FGB meeting held on Wednesday 25 th May 2016. Governors noted a typing error, which was corrected by hand. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: F Shaw Seconded: J Holloway	
FG/16/157	Matters arising from the previous minutes for which there is no separate agenda item <u>Governors welcome pack (FG/16/140)</u> - J Holloway presented the new governors' welcome pack, pointing out	

	<p>additional information that she would like to include:</p> <ul style="list-style-type: none"> • M Boothroyd to provide a list of current acronyms • J Holloway to acquire a copy of the NGA governor’s handbook • Faye Dodds-Aston to provide a letter from children at St Hilda’s <p>J Holloway would send an electronic version of the welcome pack to the Clerk, who would keep it updated and circulate to new governors when the time comes. The Chairman thanked J Holloway for her work on this.</p> <p>- It was noted that contacting staff by email had not always been successful. J Pynn confirmed that staff emails should end in @hshafed.uk and agreed that he would ensure that staff had arranged for emails from previous accounts to be forwarded.</p> <p><u>Information sharing</u> (FG/16/140) - Some governors were still experiencing difficulties with the ‘cloud’. J Pynn agreed to meet with governors and demonstrate the process. Governors should contact J Pynn to arrange a session.</p> <p><u>Pupil voice</u> (FG/16/142) - The Chairman explained that this would be delegated following clarification of the roles of link governors.</p> <p><u>RIG action plan</u> (FG/16/143) - The Chairman had contacted Alison Smith and confirmed that it would not be necessary for RIG to create a separate action plan as they were currently identifying issues from the School Development Plan.</p> <p><u>RIG data meeting</u> (FG/16/144) - Governors were informed that RIG had met and discussed data and that a report would be given later in the meeting.</p>	<p>MB JH (JH) JH / Clerk</p> <p>JP</p> <p>All</p>
<p>FG/16/158</p>	<p>Finance and Premises <u>Sports Premium 2015/16</u> <i>[Report had been circulated with the agenda]</i> Q. The report states that each school receives the funding as a lump sum as well as a top-up per pupil. There are far fewer pupils at St Hilda’s so why are the sums so similar [£8140 and £7661]? A. Each school receives £8000 with just £5 extra per pupil so the difference is actually very small. J Pynn reported that the DFE was considering doubling the lump sum in the future, to be funded with sugar tax. The detail of this was still to be discussed however. Q. £16,000 for each school is a lot of money. How will we spend it all? A. I agree that it is a lot to spend but there is a Sports Premium criteria that we can follow. We could spend it on things like specialist coaches, working across both schools. We would also like to look at the after-school provision. I have recently met with Malton Primary School to discuss a sports club being run from there. The ‘Chance to Shine’ cricket coach is another good use of funding. Governors were informed that the report had been updated since it was sent out to them, to include photographs and pupil voice. Q. Can the funding be spent on specialist sports trips, perhaps to a cricket ground? A. Yes – the ‘Chance to Shine’ cricket campaign has offered a number of tickets to a cricket match.</p>	

	<p>Governors were reminded that they must keep in mind the impact and benefit of spending.</p> <p>Q. Can the decision be opened up to the pupils?</p> <p>A. Yes, pupil voice is key.</p> <p>Q. Can we look into tasters of other things for children who aren't so keen on traditional sports?</p> <p>A. Yes, very much so. The climbing wall and skipping sessions worked very well for children who hadn't show an interest in team sports and we found that pupils were really positive about them. We would like to broaden this range to including things like archery and orienteering. We would also like to top-up swimming for those who might not otherwise reach their end of year expectation in this.</p> <p>- Governors were reminded that swimming is on the curriculum so Sports Premium funding cannot be spent on the subject area. However, top-up spending is permitted.</p> <p>- J Pynn and the school business manager had discussed compiling a list of providers of taster sessions for the school to fund. They would also like to increase the amount of inter-school sports competitions.</p> <p>Q. Should some of this funding go towards specialist PE training for new staff members?</p> <p>A. New staff will need some training, which they can receive by working alongside the sports coaches. HLTAs can also do this and the NQT has expressed an interest in receiving some more training.</p> <p><u>Pupil Premium 2015/16 [Report had been circulated with the agenda]</u></p> <p>- J Pynn explained that he would like to update this report to include anonymous pupil voice as another way to show the impact of the spending.</p> <p>Q. Are families all aware of the Pupil Premium funding?</p> <p>A. All the information can be found on the schools' websites.</p> <p>Q. There is a reference to learning interventions. Has it been possible to quantify results of these?</p> <p>A. Not fully as some of the 1:1 support was for pupils in year 6 so we will have to wait until the SATs results come out.</p> <p>- J Pynn explained the challenge of trying to identify where pupils would have been without intervention and explained that this analysis would be tightened up over the coming year.</p> <p>- Governors were informed of 1:1 online tuition involving 12 weeks of booked slots which would be supported by teachers, either pre-teaching (before the sessions) or over-teach (afterwards, so as to clarify anything the child did not understand). The intervention had been discussed with staff with a positive response. The cost of the intervention would be £170 per pupil for 12 weeks and material can be used for other pupils in the school. Governors were reassured that all the online tutors had been DBS checked and that safeguarding was all in order. J Pynn felt that this intervention would be of great benefit to pupils needing more support in maths.</p> <p>Comment: considering the maths data, this seems like a good idea and it's not too expensive.</p> <p><i>[Victoria Forrester arrived at 6pm]</i></p>	
FG/16/159	<p>Headteacher updates</p> <p><u>Esk Valley Alliance visit to Hovingham, 25th May</u></p> <p><i>[Report had been circulated with the agenda]</i></p> <p>- Governors were reminded that staff had been given 'Quality First' teaching input from Castleton and Glaisdale Federation, which involved morning classroom observations and afternoon meetings outside of the classroom.</p>	

	<p>J Pynn explained that Sallie Harland’s maternity leave meant that the system had slightly altered in order to accommodate staff timetables.</p> <ul style="list-style-type: none"> - Governors asked for the meaning of the abbreviation ‘SC’. J Pynn would check this. - The Chairman reflected that the report indicated many positives. J Pynn felt that it showed a greater confidence in phonics than in numeracy. <p>Q. Do the questions at the end [of the report] indicate where progress still needs to be made?</p> <p>A. These are key questions that representatives send back to me after the visit. They sometimes reflect their own experiences in their schools.</p> <p>Q. When is the next visit scheduled?</p> <p>A. There was another visit last week.</p> <p>Q. The report mentions establishing ‘talk partners’. What does this refer to?</p> <p>A. This involves regular pairing of pupils so that they can work together. Pupils can be of similar ability or of different ability, which can be beneficial to both pupils as explaining helps to embed understanding.</p> <p>Q. Did the follow-up visit [last week] show that things are being addressed?</p> <p>A. Yes, they have been addressed but we can still see a greater confidence in literacy than in maths. We will be working on this through staff meetings and training.</p> <p>Early Years Moderation, 18th May [Report had been circulated with the agenda]</p> <ul style="list-style-type: none"> - J Pynn explained that this was an entirely routine moderation of a percentage of schools within the county, designed to show the attainment of children by the end of reception. <p>Q. What does ELG mean?</p> <p>A. Early Learning Goal. There are 17 of these and the moderator looks at whether individual children are at ‘emerging’, ‘expected’ or ‘exceeding’.</p> <p>Q. Are you happy with the report?</p> <p>A. The report broadly indicates that 60% of the children are going to have a good level of development. I would of course be much happier if it were 100%. There are explanations for the children who are still ‘emerging’ including medical reasons and summer birthdays. It is important to develop a data trail to monitor their actual progress from when they arrived.</p> <p>Comment: This shows that children all develop at different rates.</p> <p>Q. Why are there some gaps [in the results table]?</p> <p>A. These are simply areas that the moderator didn’t look at.</p> <p>J Pynn explained that part of the discussion with the moderator had been to decide whether the judgement could be changed before submitting the report to the local authority.</p> <p>Q. Can this report be modified before submitting it?</p> <p>A. Yes but the results are unlikely to be different as the pupils concerned are still not reaching their learning goals. There is additional support in place for them.</p> <p>Q. Do you feel that this support should be increased?</p> <p>A. This is something we need to discuss. Sometimes it is better to change rather than to increase support.</p> <p>Q. Are the teachers aware of the positive aspects of the report?</p> <p>A. Yes they are.</p>	JP
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	<p>NYCC English visit to St Hilda's, 25th May <i>[Report had been circulated with the agenda]</i> - J Pynn explained that this meeting had been planned some time ago with the intention of involvement from S Harland. Earlier than expected maternity leave had meant that only teachers from St Hilda's were represented at the meeting. Q. There is a reference to the need for writing to be developed 'across the week'. Is this issue due to the fact that there are currently two teachers? A. The job sharing has been a challenge but changes have taken place so that one staff member is now focussing on numeracy and literacy while the other is focussing on topic work. I have recently observed a topic work lesson and seen that progress has been made. The new staffing structure in September would clarify this further. Q. Have the agreed actions taken place? A. Yes, Carla [Martindale] has taken ownership of this. Q. The report mentions that there should be more opportunity for children to develop their writing. How is this happening? A. A key thing here is to create more opportunities throughout the curriculum. We have taken part in some training called 'Learning Without Lessons', which looks at this in more depth. We should have the same expectations [of the standard of writing] in topic work as we do in literacy. I have seen evidence of improvements in lesson observations as well as book scrutiny.</p> <p>Diocese Visit to both schools, 7th June <i>[Report had been circulated with the agenda]</i> - Governors pointed out that the date of the most recent SIAMs inspection was incorrect. J Pynn would contact Katherine Humpleby and ask her to correct this. - J Pynn explained that the purpose of the visit had been to reflect, discuss action points and plan for Hovingham's SIAMs inspection in the next academic year. The Chairman commented that the report read fairly positively. Q. Have questionnaires been sent out to parents at both schools? A. Yes, and there has been a good response from parents at Hovingham.</p> <p>- Governors discussed the forthcoming retirement of Rev Sue Bond.</p>	JP
FG/16/160	<p>School Development Plan <i>[Plan had been circulated with the agenda]</i> - J Pynn pointed out that some of the milestones are not due until July as they are dependant on SATs results, which would be out on July 5th. Link governors were asked to look at Maths, Literacy and Early Years in some more detail. - Governors were told that some of the 2016/17 SDP points would be determined by SATs results so couldn't be agreed yet. Changes to the plan would include new subject leaders. Headline objectives would remain the same but there would be different embedding for some of the strands. - J Pynn would like staff to attend a training day in September, run by educational consultant Chris Quigley, looking at curriculum planning and Mastery in Maths in order to inform a new strand.</p>	Link govs
FG/16/161	<p>Rapid Improvement Group (Priority) - V Forrester reported that RIG had held a very positive meeting the previous week with Alison Smith from the Diocese. The meeting had discussed link governors, records of visits and the School Development Plan. Discussions had revealed that governors were on the right path but that their</p>	

	<p>work now needs to be more linked in with the school. Governors were advised to look at action points from visit reports and follow up with all staff, not just subject leaders. Specific link governors should follow up actions, either in person or by email. It was also recommended that governors focus more on pupil voice.</p> <p>- RIG considered pupil data and found that some pupils were still adrift although it was found that the data does not show everything. For example, Age Related Expectations do not always indicate where pupils started and the journey that they had taken. The meeting looked at addressing gaps and acknowledging pupil development. Individual pupil progress meetings, now known as feedback sessions, would continue and there would be a focus on years 5 and 6. Improvements within these years could already be seen in the data. V Forrester concluded, that while not all the data was available (writing for example) the overall picture showed an improvement at Hovingham.</p> <p>- J Pynn informed governors that Jane Douglas from the Esk Valley Alliance and Helen Davey from NYCC would carry out continued scrutiny beyond the basic level of NYCC schools including Maths and Literacy visits. He pointed out that Hovingham School would have to stand on its own two feet eventually. Meanwhile the continued support was necessary and welcomed.</p> <p>Q. Can governors see the data? A. Yes, I can send it out to you but it should be remembered that it would be superseded by the new results.</p> <p>- Alison Smith had suggested that governors should look for progress through book scrutiny as well as other sources. J Pynn would support governors with this in the new academic year.</p> <p>- V Forrester reported that discussions about St Hilda's indicated that the basics, such as paperwork and the website are being covered. Teaching and learning was also discussed. Governors were advised that visits should be occurring more frequently and that a higher level of scrutiny was required. Governors asked for clarity regarding the number of visits they should make to the school, given that they had been trying not to overwhelm staff following the Hovingham Ofsted inspection. They were advised that one visit per term was appropriate and J Pynn assured governors that visits in both schools were helpful and welcomed by subject leaders, especially after the SATs. It was agreed that link governors should contact the school in order to create a timetable of visits, which would be shared with staff.</p> <p>The Chairman thanks V Forrester for her report.</p>	<p>All Link gov's All</p> <p>All JP</p> <p>Link gov's</p>
<p>FG/16/162</p>	<p>Governor Recruitment</p> <p>- J Holloway had created an advert to recruit new co-opted governors. Governors asked for slight changes to be made to the wording to make it clear that foundation governors are appointed by the diocese or church rather than the parish and to make reference to 'schools' rather than 'school'. That aside, governors were pleased with the advert and agreed that it should be put into the community as soon as possible.</p> <p>Governors discussed the range of places to put the advert and agreed that J Holloway would circulate the advert electronically while J Conacher would arrange for paper copies to be circulated.</p> <p>The Clerk would prepare an application form and share it with RIG.</p>	<p>JH/JC Clerk</p>

	- Governors discussed the timing of recruitment and it was felt that appointing governors in September would be preferable. Potential candidates could meet with some governors (perhaps RIG) and applications could be circulated by email.	
FG/16/163	Policies (Statutory responsibility) [Policy was circulated with the agenda] Privacy Notice Governors reviewed the document and agreed that the Privacy Notice should be adopted by the governing body. Proposed: M Wilson Seconded: F Shaw	
FG/16/164	Monitoring Visits - The Chairman informed governors that he writes a school report before every PCC meeting, which is also submitted to J Pynn. Governors were reminded of the importance of producing written evidence of the work they are doing. F Shaw agreed to write similar reports for PCC meetings that she attends. - There was some discussion about whether reports should be written for less formal visits to the school and it was widely felt that any written evidence is useful and important.	FS All
FG/16/165	Governor Training (Priority) - The Chairman reported that he had attended a Governor Alliance meeting with Jill Hodges to discuss the issues surrounding academies. J Pynn advised governors that they would be wise to remain aware of the issue and to continue to explore options. - A discussion about training needs identified that, while there were no specific gaps in knowledge among governors, continued support and development would be welcome. New governors would also benefit from training when they begin. The clerk clarified that NYCC training should be booked via the school. - Governors asked whether governor training was included in the budget and were told that it could be but that it would have to come from revenue. It was pointed out that a certain amount for training had come from additional support following the Hovingham Ofsted inspection and governors were reminded to read their regular diocese email for additional training. Governor agreed that they should identify need and work out how much the school could afford. <i>[F Shaw left the meeting at 7.10]</i>	All All
FG/16/166	Safeguarding (Statutory Responsibility) - J Pynn informed governors that he would be carrying out an internal and external health & safety walk with Mr Holt. The Chairman would attend the walk.	JP/MW
FG/16/167	Urgent Other Business <u>Dates and times of meetings for the next academic year</u> Governors agreed to continue with a 5.30 start for meetings. It was confirmed that there would continue to be 9 FGB meetings per year. <ul style="list-style-type: none"> • Mon 19th September, Hovingham • Wed 19th October, St Hilda's • Mon 28th November, Hovingham • Wed 18th January, St Hilda's • Mon 27th February, Hovingham (early agenda to accommodate holidays) 	

	<ul style="list-style-type: none"> • Wed 22nd March, St Hilda's • Wed 3rd May, Hovingham • Mon 5th June, St Hilda's (early agenda to accommodate holidays) • Wed 5th July, Hovingham <p><u>Vice Chairman</u></p> <p>- Governors were reminded that Vice Chairman Jane Holloway would be stepping down in September and that this would be her final meeting. The Chairman thanked Jane on behalf of all governors for the huge amount of work that she had done in the role since federation as well as her time as Chairman of St Hilda's before the schools federated. He said that her help, advice and support had been very much appreciated and that governors all wished her well in the future.</p> <p>- J Pynn also thanked Jane personally and on behalf of the staff of both schools and said that she had brought much to the role.</p>	
FG/16/168	<p>Matters for inclusion at next meeting</p> <p>- The next meeting would be the AGM</p>	
FG/16/169	<p>Date and time of the next meeting</p> <p>Monday 19th September, Hovingham, 5.30pm</p>	

Meeting ended at 7.30pm

Impact Statements
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Actions			
Item ref	Action	Timeframe	Name
FG/16/157	Send an updated list of acronyms to J Holloway	ASAP	MB
FG/16/157	Acquire a copy of NGA Governor's Handbook	ASAP	JH
FG/16/157	Ask F Dodds-Aston for letter from pupils at St Hilda's	ASAP	JH
FG/16/157	Send electronic version of welcome pack to the clerk	When ready	JH
FG/16/157	Keep and update governor welcome pack	On-going	Clerk
FG/16/157	Ensure staff email addresses are correct and email forwarding is in place	ASAP	JP
FG/16/157	Contact J Pynn for training in use of 'the cloud'	By next meeting	All
FG/16/158	Update Pupil Premium report with pupil voice		JP
FG/16/159	Clarify abbreviation SC	By next meeting	JP
FG/16/159	Ask K Humbleby to alter SIAMs date on Diocese report		JP
FG/16/160	Consider Maths, Literacy & Early Years in more detail on SDP		Link gov's
FG/16/161	Follow up actions on visit reports with a focus on pupil voice		All
FG/16/161	Work with governors on looking for progress	Next academic year	JP
FG/16/161	Work out a timetable of visits to share with staff		Link gov's
FG/16/162	Circulate governor advert electronically	ASAP	JH
FG/16/162	Circulate paper copies of governor advert	ASAP	JC

Signed..... (Chair) Date..... 8

FG/16/162	Create application form for governor recruitment	ASAP	Clerk
FG/16/164	Write school reports for PCC meetings	On-going	FS
FG/16/164	Write reports of less formal visits to the school	On-going	All
FG/16/165	Keep informed about academies	On-going	All
FG/16/165	Consider diocese emails for training opportunities	On-going	All
FG/16/166	Carry out internal & external H&S walk		JP/MW