

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
Monday 19th September 2016

Present: **Martyn Boothroyd** **Julie Caddy (JC)**
 Jayne Conacher (JCo) **Victoria Forrester**
 Rosalind Garnish **Lynn Lealman**
 James Pynn (Head) **Johanna Senior**
 Freda Shaw **Mark Wilson**

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/16/170	<u>Welcome</u> The Chairman welcomed governors. A prayer was said by M Wilson.	
FG/16/171	<u>Apologies for absence</u> F Shaw sent apologies for arriving late due to another meeting. J Caddy sent apologies for arriving late due to childcare commitments. M Boothroyd gave apologies for having to leave at 7.15pm. Governors consented to apologies.	
FG/16/172	<u>Election of Chairman and Vice Chairman</u> <i>Election procedure had been circulated with the agenda.</i> M Wilson was nominated as Chairman. M Wilson left the room and there followed a secret ballot. M Wilson was unanimously elected to the role of Chairman. V Forrester was nominated as Vice Chairman. V Forrester left the room and there followed a secret ballot. V Forrester was unanimously elected to the role of Vice-Chairman. <i>F Shaw arrived at the meeting at 5.40pm</i>	
FG/16/173	<u>Declaration of Interest & Items of Confidentiality</u> There were no declarations of interest made. It was decided that no items should be treated as confidential.	
FG/16/174	<u>Notification of urgent other business</u> Governors agreed to hear a statement from R Garnish.	

Signed..... (Chair) Date..... 1

	Governors agreed to discuss an issue from the Chairman relating to an article in the Hornblower.	
FG/16/175	<p><u>Public Minutes of the FGB held on 22nd June 2016</u></p> <p><i>Minutes had been circulated with the agenda.</i> Governors scrutinised the public minutes of the FGB meeting held on Wednesday 22nd June 2016. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: J Conacher Seconded: J Senior</p>	
FG/16/176	<p><u>Matters arising from the previous minutes</u></p> <p><u>Acronyms</u> M Boothroyd reported that maintaining an updated list of acronyms is an on-going action.</p> <p><u>NGA Handbook</u> J Pynn would ask Heather Leggett for copies of the NGA governors Handbook for all governors. JP</p> <p><u>Cloud</u> Governors were reminded to contact J Pynn if they require assistance accessing the Cloud. All</p> <p><u>Report to the PCC</u> F Shaw would present a report at the next PCC meeting and would forward this on to the Chairman. FS</p> <p><u>Training opportunities from the diocese</u> The Chairman would forward a list of training opportunities to the Clerk to circulate. MW/Clerk</p> <p><u>Internal and external H&S walk</u> This would take place before half term. JP</p>	
FG/16/177	<p><u>Governing body business</u></p> <p><u>Business interest forms</u> The Clerk noted that Business Interest forms were in the governance file, located at St Hilda's and that they would be updated and signed at the next meeting. Clerk</p> <p><u>Register of hospitality</u> Governors were reminded of the register of hospitality, which is in the governance file.</p> <p><u>Standing Orders</u> <i>Standing Orders had been circulated with the agenda</i> Governors agreed to adopt the Standing Orders Proposed: F Shaw Seconded: J Senior</p>	

	<p>to make improvements where necessary. It was noted that there had been a change of staff in the Early Years provision and that Mrs Kirk was now working full time. The Local Authority was providing four days of support, a meeting was scheduled with the Local Authority lead advisor in Early Years and Michelle Carter had carried out monitoring. The 'Good' result had been promoted in the community with a banner outside the school as well as some very positive local press coverage.</p> <p>Q. Have you had any feedback from parents about the result? A. Not directly but I know that there is an underlying desire among parents for the reputation of the school to improve within the community.</p> <p>A parent governor thanked J Pynn for producing paper copies of the report for all parents and said that it had been much appreciated. J Pynn reminded governors that the link governor for Early Years should follow up on any actions indicated in the report.</p> <p><u>Headteacher's Report</u> J Pynn pointed out that page one of the report had been updated to reflect the Ofsted judgement and explained that this had impacted on his School Self-Evaluation judgements about Hovingham. Governors were told that, although there were still some reservations about outcomes and Early Years [both currently judged to be RI] J Pynn could argue and case for them both to be classed as 'good' and would be seeking guidance from the Local Authority about the matter.</p> <p>Q. We currently have Early Years judged as RI at Hovingham and support is being offered to St Hilda's. Are you confident that everything is in place? A. We have four days of support from the LA, Michelle [Carter] is taking a leadership course in November, we have a meeting planned with the LA lead advisor and Michelle is having regular meetings with Julie [Caddy]. TA work is also being streamlined and staff remain positive.</p> <p>Governors were advised at the data summary had been discussed in detail at the last RIG meeting.</p> <p><u>Records of Visits</u> It was noted that these documents were now being written for each school individually. Governors were reminded that the larger records were working documents for the academic year. New records for the coming academic year would begin this term. The key action points for the autumn term would be embedding and gathering evidence of impact.</p> <p>It was noted that the Maths Advisor record of visit [att.8] referred to a time when a previous member of staff was still at the school but that the new head of maths, Carla Martindale had met the maths advisor alongside her predecessor. The link governor for maths was asked to check with Carla to ensure that things were going well.</p> <p>Q. Carla is also now head of a key stage. Do you feel that she has enough support to fulfil both roles? A. Yes I do. She will have time to work alongside Faye [Dodds-Aston] on 1-1 maths interventions. There are also specific Key Stage meetings and I am working closely with her as well.</p> <p><u>Peer Review</u> It was noted that the date for this would now be 24th November. J Pynn told governors that he had spoken with Helen Davey and that they would now have more time to demonstrate the journey they had undertaken this term. He would like to be able to show the amount of support they had received whilst</p>	<p>JCo</p> <p>JS</p>
--	---	----------------------

emphasising the fact that they were working towards working more independently.
It was pointed out that this was a large document containing a good deal of useful information and questions that governors could ask.
It was agreed that this item should be revisited at the next meeting to give governors the opportunity to work through the document.

Unauthorised absences

Governors were informed that attendance at St Hilda's was currently below average. This was partly due to illness but there was also an on-going challenge about whether or not to authorise absences.
Statistics show that 90% absence over a school year is the equivalent of missing 19 school days. If this level of attendance were to be repeated from reception to year 6, it would result in 2/3 of a school year being missed.

Julie Caddy arrived at 6.45pm

J Pynn explained that he felt the school needed to take a stand on the issue and that consequences should be spelt out to parents.

Q. Do you think that classifying an absence as unauthorised has any impact on the decision of parents?

A. It is difficult to answer that.

Q. From a school record point of view, does it look better if absences are unauthorised?

A. That would really depend on whether an Ofsted inspector had the time to drill down into the reasons behind absences being authorised or not. It does not look good for Headteachers to authorise term-time holidays.

J Pynn told governors that he would not like to authorise any holidays and that special circumstances should be limited to births, deaths or family sickness.

Q. When do parents start to get fined?

A. This can begin at ten sessions [there are two 'sessions' per school day].

Governors decided that it would be appropriate for a sensitively worded statement to be written indicating their full support of the Headteacher in this matter.

J Pynn would draft a statement for approval at the next FGB meeting.

Q. Is it essential for parents to stick to the 48 hours rule [keeping children at home for 48 hours following sickness or diarrhoea]?

A. I get reminders from NYCC about this and it is also stated on the NHS website that children must stay away from school in these circumstances.

Thursday Worship

Governors were reminded that Thursday worship at Hovingham currently took place within the school to avoid cutting into curriculum time. However, following discussions with the worship group, it was suggested that this be changed after half term so that children return to church for worship.

Q. Why only after half term?

A. So as to allow new starters to settle in.

Q. What is the benefit of taking the children into church?

A. [M Wilson – member of the worship group] We felt it would be more appropriate as well as demystifying the church. We have tried to make it work in school but there were problems with the space and the children found it difficult to focus with the unavoidable distractions. We have agreed to try and sharpen up timings from both sides to avoid children

JP

	<p><i>missing out on curriculum time.</i></p> <p>Q. Worship takes place in school at St Hilda's and it works well there. Why not at Hovingham?</p> <p>A. St Hilda's has a different layout, which makes it more suitable.</p> <p>Q. Could the children go directly to church on Thursdays rather than coming into school for registration?</p> <p>A. The logistics of that would be very complicated.</p> <p>It was agreed that the new system should be tried and kept under review.</p> <p><u>Headteacher Performance Management</u></p> <p>Governors were informed that there were three options for support in carrying out the Headteacher performance management:</p> <ul style="list-style-type: none"> - Local Authority. - Lou O'Brien, formerly of NYCC. Lou had carried this out in the past and is now working independently. - Alison Smith, from the Diocese. <p>J Pynn explained that governors should have a view on this and told them that his preference would be to work with Alison Smith as she had much current knowledge of the school, attended RIG meetings and had a good insight into how to get a school from 'RI' to 'Good'. Her connection with the diocese could also be beneficial with a SIAMs inspection due at Hovingham.</p> <p>Q. Do we have the finances in place for this?</p> <p>A. Yes. We have been quote £500 across both schools.</p> <p>Governors agreed to ask Alison Smith to work with F Shaw and J Senior on the Headteacher Performance Management.</p> <p><i>M Boothroyd left the meeting at 7.15pm</i></p>	
FG/16/179	<p>School Development Plan</p> <p><i>2015-16 and 2016-17 School Development Plans were circulated with the agenda.</i></p> <p>Governors were reminded that the 2015-16 SDP had been discussed at the previous meeting. They were informed that the 2016-17 SDP was a working document and that training was still to be added. The document would provide governors with a flavour of the direction in which key areas are moving and should inform questions in these areas.</p> <p>Governors agreed to approve the 2016-17 SDP.</p> <p>Proposed: F Shaw Seconded: V Forrester</p>	
FG/16/180	<p>Finance and Premises</p> <p><u>Costing for ICT development</u></p> <p><i>Documents detailing costings were circulated with the agenda</i></p> <p>Q. Are you proposing for ICT development at Hovingham only?</p> <p>A. Yes. Although both schools are in need of major ICT refurbishment, many aspects of this development be paid for with capital funding. Hovingham has a pot of capital in reserve but St Hilda's doesn't at the moment due to the fact that improvements were recently made to the outdoor nursery area and school entrance.</p> <p>J Pynn outlined some of the ICT difficulties faced by the schools including the fact that the admin server had failed over the summer holidays (leading to</p>	

	<p>costly repairs) and that laptops are currently being transferred between staff homes and school, potentially leading to security issues. Governors were advised that ICT consultant, John Crabtree had looked at three different options and presented the best one.</p> <p>Q. Have we fulfilled our procurement requirements? A. Yes we have.</p> <p>J Pynn told governors that he would like to replace all computers in one class initially and in the other class next year.</p> <p>Q. Does this benefit St Hilda's at all? A. This proposal would only benefit Hovingham. I would like to make changes to St Hilda's and will be looking into doing this using money saved from changing Broadband provider.</p> <p>Q. Is this proposal future-proof? How long will it be before we have to update ICT again? A. We will probably have to look at this again in four years time but John [Crabtree] is trying to future-proof as much as he can.</p> <p>Q. How much money do we have in the capital account? A. We currently have around £24,000.</p> <p>Q. Is there more finding to come? A. We are working on the assumption that another £4,000 will be coming in but this is not definite yet.</p> <p>Q. Is it viable for us to not have any improvements at Hovingham? A. I don't believe so as we would be spending more on repair costs.</p> <p>Comment [staff governor]: It is currently really stressful working with ICT in the school.</p> <p>Governors agreed to approve the proposed ICT hardware and software improvements. Proposed: F Shaw Seconded: J Conacher</p> <p><u>Pupil Premium and Sports Premium</u> <i>Both reports had been circulated with the agenda</i> Governors were reminded that these had been discussed in detail at the last meeting.</p> <p>Governors agreed to approve the Pupil Premium and Sports Premium documents.</p>	
FG/16/181	<p><u>Rapid Improvement Groups</u></p> <p>The Vice-Chair reported that the last RIG meeting had covered the Headteacher's report, data, St Hilda's Ofsted report and link governors. While discussing data, the group had looked at children working towards targets but there had been difficulties in doing this due to changes in assessment, which had resulted in no baseline data to work with. Consequently, data should continue to be looked at in detail by link governors. The difficulty of studying data with a very small cohort was also highlighted. However, it was clear that there were still children who were not where they should be.</p> <p>Issues surrounding transition from year two to year three were discussed and it was agreed that efforts should be made for this to be as smooth as possible. J Pynn pointed out that a great deal of work had been done with this and that children needing extra support had been identified.</p>	Link gavs

FG/16/182	<p><u>Policies</u></p> <p><u>Whistleblowing</u> <i>The policy had been circulated with the agenda</i> Governors agreed to approve the Whistleblowing Policy Proposed: F Shaw Seconded: M Wilson</p>	
FG/16/183	<p><u>Monitoring Visits</u></p> <p>No visits had taken place since the last meeting due to the summer holidays. F Shaw would present a report at the next PCC meeting.</p>	FS
FG/16/184	<p><u>Governor Training</u></p> <p>The Chairman would forward a list of training opportunities to the Clerk to circulate. The Clerk would circulate details of online Prevent training course for governors to complete.</p>	MW Clerk
FG/16/185	<p><u>Safeguarding</u></p> <p>J Pynn reported that the Ryedale Prevention Service had been contacted in relation to one child.</p>	
FG/16/186	<p><u>Any Other Business</u></p> <p>As reported earlier in the meeting, Ros Garnish told governors that she would like to resign from the governing body in the near future. J Pynn thanked Ros for all the work she has done.</p> <p>M Wilson told governors of an article he had read in the Hornblower, which mentioned partnership working at the school and expressed an interest in the ways in which parents engage with the school.</p> <p><i>Q. Do staff meet with parents at the end of the school day?</i> <i>A. They do when they can but after-school clubs can make this difficult. When I [J Pynn] am at the school, I am at the door when children arrive and at the end of the day.</i></p> <p><i>Q. Have you considered a parent's forum?</i> <i>A. I have had parents ask about this but I have my reservations. They tend to be very poorly attended and can be seen as cliquey.</i></p> <p>The staff governor explained that staff members take turns to meet with parents at the end of the days so parents know they can talk to them on specific days.</p>	
FG/16/187	<p><u>Matters for inclusion on the next agenda</u></p> <p>Peer Review Unauthorised absences PCC report</p>	
FG/16/188	<p><u>Date and time of next meeting</u></p> <p>Wednesday 19th October, 5.30pm, St Hilda's school. <i>R Garnish apologised that she would not be able to attend this meeting due to a pre-arranged holiday.</i></p>	

Meeting ended at 7.45pm

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

Impact Statements
<ul style="list-style-type: none"> Governors allocated link roles to support their priorities of improving teaching and learning in maths, literacy and early years provision.
<ul style="list-style-type: none"> Governors approved an ICT plan to improve resources for pupils.
<ul style="list-style-type: none"> Governors supported the headteacher with regards to authorised/unauthorised absence, recognising that a child's regular attendance in school is vital in aiding the aim of good outcomes and good progress for all pupils in the schools.
<ul style="list-style-type: none"> Governors reviewed the provision of collective worship in school and in church (and will continue to do so), balancing the effective delivery of collective worship for the pupils with the demands on curriculum time and logistics.
<ul style="list-style-type: none"> Governors approved the School Development Plan for 2016-17, which prioritised the acceleration of pupil progress in writing and maths and the rate at which the schools improve, and also has the additional areas for development of ensuring the continuing development of the distinctive Christian character of the schools and of giving pupils greater opportunity for spiritual development.

Actions			
Item ref	Action	Timeframe	Name
FG/16/176	Obtain copies of the NGA governors Handbook	By next FGB	JP
FG/16/176	Contact J Pynn for assistance with The Cloud	By next FGB	All
FG/16/176	Prepare report for PCC and share with GB	Next PCC meeting	FS
FG/16/176	Forward list of training opportunities to clerk	ASAP	MW
FG/16/176	Circulate list of training opportunities to GB	ASAP	Clerk
FG/16/176	Internal and external H&S walk	Before ½ term	JP
FG/16/177	Arrange for business interest forms to be completed	At next FGB	Clerk
FG/16/177	Find out about arrangements for LA governors	ASAP	MW
FG/16/177	Meet with prospective co-opted governors	By next FGB	MW/VF
FG/16/177	Arrange link governor training with Alison Smith	October	MW
FG/16/178	Follow up on Early Years actions in St Hilda's Ofsted	Ongoing	JCo
FG/16/178	Speak with Carla about maths	By next FGB	JS
FG/16/178	Draft governors statement about attendance	By next FGB	JP
FG/16/181	Continue to scrutinise data	Ongoing	Link gvs
FG/16/184	Circulate details of online Prevent training	ASAP	Clerk