

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 19th October 2016

Present: **Julie Caddy (JC)** **Jayne Conacher (JCo)**
 Victoria Forrester **Lynn Lealman**
 James Pynn (Head) **Jane Richardson**
 Johanna Senior **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/16/189	Welcome The Chairman welcomed governors. A prayer was said by M Wilson. New Associate governor Jane Richardson was welcomed and governors introduced themselves.	
FG/16/190	Apologies for absence F Shaw sent apologies due to prior commitments. R Garnish sent apologies due to holiday. M Boothroyd sent apologies due to illness. J Caddy sent apologies for arriving late due to childcare commitments. Governors consented to apologies.	
FG/16/191	Declaration of interest and confidentiality There were no declarations of interest made. It was decided that none of the items should be treated as confidential.	
FG/16/192	Notification of urgent other business There was no notification of urgent other business.	
FG/16/193	Public minutes of the meeting held on 19th September 2016 Minutes had been circulated with the agenda. Governors scrutinised the public minutes of the FGB meeting held on Monday 19 th September 2016. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: J Senior Seconded: J Conacher	
FG/16/194	Matters arising from the previous minutes NGA handbook Governors were told that Heather Leggett had requested copies of the handbook.	

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

	<p><u>Cloud</u> J Richardson would talk to J Pynn about accessing the Cloud.</p> <p><u>PCC report</u> This had not yet been received and F Shaw was not present.</p> <p><u>Training opportunities</u> A list of NYCC training courses had been circulated (see FG/16/201).</p> <p><u>Health & Safety walk</u> A Health & Safety walk had taken place (see FG/16/202).</p> <p><u>Business Interest Forms</u> The clerk would email forms to governors to complete and return to school.</p> <p><u>LA governors</u> MW and VF had been in contact with Alison Johnston from NYCC regarding the appointment of LA governors and the possibility of the school nominating J Richardson when R Garnish decided to resign. They reported that this would be acceptable following a change of procedure in the appointment of LA governors. MW would discuss transition with R Garnish and forward information about the application process to J Richardson.</p> <p><u>Link governor training</u> Training with Alison Smith had been arranged for 1.30pm on 17th November at St Hilda's School.</p> <p><u>Early Years follow-up</u> J Conacher had arranged to meet with Michelle Carter at the beginning of December. J Pynn reported that the schools had received some Early Years support from NYCC so monitoring was taking place and would be shared with J Conacher.</p> <p><u>Maths follow-up</u> J Senior had met with Carla Martindale. J Pynn reported that the maths advisor from the local authority was due to visit the school and that a record of the visit would be shared.</p> <p><u>Communication with parents about attendance</u> J Pynn had written about the matter in the latest newsletter (see FG/16/196).</p> <p><u>Prevent training</u> The clerk had circulated details about prevent training. Governors handed in certificates to be filed.</p> <p><u>SIAMs questionnaire</u> Governors handed completed SIAMs questionnaires to J Pynn. More will be handed in to the schools.</p>	<p>JR</p> <p>Clerk / All</p> <p>MW</p> <p>All</p> <p>All</p>
FG/16/195	<p><u>Governor vacancies</u> <i>Statements from Clare Almond and Rachel Stebbings had been circulated with the agenda.</i> V Forrester reported that she had met with the two prospective co-opted governors and had found them to be very capable and suitably skilled. She</p>	

	<p>recommended that they be appointed co-opted governors. Governors agreed to appoint Clare Almond and Rachel Stebbings co-opted governors. Proposed: V Forrester Seconded: M Wilson</p> <p>Both new governors would be invited to an informal meeting at the school before the next FGB meeting. It was suggested that they be invited to the link governor training on 17th November. The clerk would send a welcome pack to both new governors.</p>	<p>MW Clerk</p>
<p>FG/16/196</p>	<p>Headteacher updated <u>Peer review - circulated with the agenda.</u></p> <p>J Pynn explained that this had been put together by the Teaching School Alliances with the aim of schools constructively challenging each other. The peer review would take place in November and was linked to the LA support plan to ensure that the schools can be classified as 'Good'. Governors were reminded that the next Ofsted inspection could be as soon as November. J Pynn explained that it would be helpful for governors to ask questions suggested in the document for two reasons. They could provide evidence of how the school is working and they could also help prepare pupils, teachers, subject leaders and governors for the peer review.</p> <p>Attention was drawn to specific pages in the document. Pg. 20, Questions for parents: These are answered via the Parentview website. Parents had been asked to complete the questions in the newsletter. Pg. 21, Questions for children: These are a good way for governors to access pupil voice. Pg. 22& 23, Reading questions: Governors were encouraged to use these when visiting the school to hear children read. Pg. 24, Questions for staff: Recent staff meetings had looked closely at data so staff should be prepared for these Pg. 25, Questions for subject leaders: These could be used by link governors when liaising with subject leaders. Pg. 26, Questions for governors: Jane Douglas from the EVA and Helen Davey from NYCC would like to talk to some governors so these questions would be a good way to prepare. Pg. 28, Learning walk prompts: A useful list of things to discuss while visiting the school. Pg. 29, Collective worship observation: Foundation governors would find these helpful. Governors were reminded that a Vision and Values meeting would be taking place on Friday 24th November.</p> <p><u>LA Support Plan - circulated with the agenda</u> Governors were asked to look at the overall plan with a focus on October milestones.</p> <p>Q. Can you tell us more about the maths plan? Is the marking and feedback policy embedded? A. It is but like many other schools, this is something that is evolving. The Long Term Maths Plan focussed on what is taught and when. The school has been working with maths advisor Michelle Hattersley and there are a number of 'maths hubs', groups of maths experts working hard on maths for mixed year groups. The plan has been taken on board. Q. Are staff reporting back to you? A. Yes, we've had a big focus on this in staff meetings. The long-term plan is in place and is being used. I've been monitoring marking and</p>	

feedback and it is in place and working.
Q. Is there enough consistency?
A. There are some changes across classes. We're concentrating on giving children time to respond to feedback. Joint lesson observations with Lisa Jones (School Improvement Advisor) resulted in some advice about sharpening this up.
Comment: As a parent, and I know I only saw my child's book, but I would say that you can certainly see the impact of the new policy.
 Governors were told that subject leaders had either re-written or were in the process of re-writing actions plans and that these would be available for governors to see.
Q. The document notes a cost of £3140. Is that the cost to the Local Authority?
A. Yes, this indicates the value of the support we're receiving so isn't a cost to the school. However, using supply teachers does involve a cost to the school.

Wrap around care – DfE document circulated with the agenda

J Pynn tabled an example of how another school dealt with the new obligation to respond to parental requests for wrap-around care. It was noted that the school provided a simple timeline and J Pynn recommended that the federation take a similar approach. Governors were told that much of the wrap-around care at St Hilda's could be provided by Daisy Daycare but that the situation at Hovingham was more complex. After-school provision across both schools had increased but the small cohort could lead to this not being cost effective if take-up is very low. It was important to work out what the needs were and to signpost parents to appropriate solutions.

Q. Are we losing children by not providing enough wrap-around care?
A. We are doing all we can to promote the schools, including open days but it there are practical difficulties with providing care, especially in the Hovingham school building as we only have the one classroom. There is also an issue of staffing.

J Pynn explained that he had experience in this area as his previous school had provided wrap-around care but at that time, he was the Headteacher in the school building every day from 7.30am. Being Headteacher across two schools would mean huge staffing issues. Employing somebody to run a breakfast club for example would still mean relying on other members of staff for support. Governors were reminded that any provision would have cost implications.

Comment: This is about parent's having the right to request only. We can look at the issue again when we know what people need.

Q. Would we be looking at this as a federation or as individual schools?

A. It would have to be individual schools.

Q. If we get enough requests, do we have to provide care?

A. No we don't.

Q. So is this just a paper exercise?

A. In a way but we do have an obligation to do this.

Q. Would it be a good idea to hold a meeting for parents to explain the situation? This might avoid disappointment if we decided not to provide care that they request.

A. Meetings of this type are often not well attended but I think information can be sent out if it is carefully worded with a caveat stating that the school is not obliged to provide care.

The deadline for informing parents of their right to request was March 2017.

Governors agreed that J Pynn should inform parents of their right to

JP

request wrap-around care using a similar format to the example provided.

Reporting prejudice-based incidents – *circulated with the agenda*

Governors were advised that the procedure for reporting prejudice-based incidents had changed from termly reports to reporting incidents as and when they occurred.

There had been no incidents of this nature in either school.

Swimming

J Pynn reported that children would take part in swimming for half a term this year (last year swimming lasted for a full term). KS2 pupils at Hovingham would attend the pool in Norton for the 2nd half of the Spring term on Mondays at 10am while at St Hilda's the whole school would attend Ampleforth, times to be decided. Governors agreed that the 10am slot was not ideal as literacy and numeracy would have to be moved to the afternoons and the children were able to focus better on these subjects in the morning. However, there were no other options and swimming had been limited to half a term this year to take the disruption into account.

Governors were reminded that swimming could not be funded with Sports Premium funding as it is part of the curriculum. Consequently, support would be sought from the 'Friends of Hovingham School' for some of the costs and parents for transport costs.

Governors were told that there was a shortage of male staff available to be in the changing rooms with the boys, so J Pynn would have to be there every week, which could be disruptive. M Wilson offered to help with this on occasion.

Unauthorised absences

Following discussion about unauthorised absences at the list FGB meeting (FG/16/178) J Pynn had publicised the issue in the latest newsletter, indicating a robust stance. Governors were reminded that even with attendance at 95%, a child would be missing a whole term across their school career. It was reported that, despite these kind of statistics being communicated with parents, the school was still receiving holiday requests and they were still not being authorised.

Q. The information that you sent out really hit home. Is it worth sending a follow up letter to parents who continue to take their children out of school, reiterating the impact this is having?

A. Yes, this is already in place.

Q. Do you do impact statements?

A. I have done attendance analysis and the admin team are currently working on it as well. We continue to produce a half-termly report and we are now pulling out individuals with less than 95%.

Q. Are parents still fined?

A. This is a grey area. Missing ten sessions should trigger a fine but the previous six months would be taken into consideration.

J Pynn reported that the school improvement officer had identified that attendance at Hovingham had greatly improved but that there were still issues at St Hilda's.

Comment (staff): It can disrupt the whole class. Catching up just puts more pressure of teaching staff.

J Pynn thanked governors for their complete support in this issue.

Residential trips in 2017

Years 4,5 and 6 would be visiting Bewerly Park, an NYCC outdoor centre. This would be a joint visit with Gillamoor school and a meeting would take place in November.

Governors were told that staffing would be difficult as J Pynn would be out of the school for three days. The numbers of other staff needed would become clear when the number of pupils attending was confirmed.

Q. Do some children not attend for financial reasons?

A. This is a North Yorkshire centre so some funding would be available to support those families that need it.

J Pynn reported that he had some concerns about the biannual trip to Edinburgh for years 4 and 6. He suggested an outdoor centre trip for years 5 and 6 every two years instead. This would allow all children to go on a trip while removing staffing issues and financial pressure on parents.

Q. Have you had any feedback from children [about the Edinburgh trip]?

A. Yes and it is all positive but many children don't go. Last year for example, none of the pupils from Year 6 went.

Parent governors commented that their children had benefitted greatly from the Edinburgh.

Comment [parent governor]: I would hesitate to authorise cancelling the Edinburgh trip. Those three days were phenomenal! These are country children so experiencing a city is really important.

J Pynn reiterated that he was unhappy about leaving the school to go such a distance.

Q. Do you have to go?

A. I can't expect staff to lead such a group.

Q. Would it be possible to loose the outdoor activity trips and replace them with one-day trips instead so we can keep the city trip?

A. My concern is that a city trip is too far away if something goes wrong.

It was pointed out that, although the schools have senior teachers, there is no deputy Headteacher.

Q. Do we have to look at getting a deputy head?

A. You would have to be paying for a deputy head and the budget can't cope with that.

The Chairman commented that this was food for thought and suggested that it be revisited at another meeting.

Governors approved the visit to Bewerly Park

School Development Plan – circulated with the agenda

J Pynn reported that progress had been made towards milestones and that the RAGs (Red Amber Greens) would be shown at the next FGB meeting.

Q. Are you confident that the school website has all statutory requirements on it?

A. The admin teams need to keep on top of this. Governor minutes have to be put on regularly, as does information about Child Protection, Pupil Premium etc. We are striving to keep it compliant. KS2 outcomes for Hovingham can be added but they would be suppressed for St Hilda's due to the very small cohort.

Q. How are parent consultations going?

A. This is covered by Parent View.

Comment: This is clearly a very detailed School Development Plan but I think we have to wait for milestones to be reached before we can scrutinise it properly.

It was noted that Jane Holloway's initials were still in the document. JP would

JP

	remove them.	
FG/16/197	<p>Finance & Premises Budget monthly statement</p> <p>J Pynn explained that this would be completed after the visit from the Bursar and would be presented at the first Spring term meeting in January. There had been some queries regarding money to be refunded from Smart Solutions for Broadband and the Master Premises Scheme.</p> <p><i>Joint budget – information had been circulated with the agenda</i> J Pynn reported that many federated schools had gone down this route as there were a number of benefits. With the current system of separate budgets, booking training was complex and time consuming. The Vice Chairman commented that earlier discussions about this (FG/16/141) had identified a need for a working party to be set up to look into this. It was now felt that this was not necessary.</p> <p>Q. How long would it take to set up? A. We would like it done by April as we may need a six-month notice period so decisions need to be made quickly.</p> <p>Q. Am I right in thinking that benchmarking would not be useful in this case? A. I don't think it would, as it would identify similar schools in terms of numbers only whereas there might be radical differences between them.</p> <p>Q. Is there any way that financial benchmarking can take place? A. It is possible but it would have to be meaningful.</p> <p>Q. Would bulk purchase discounts still be available if budgets are merged? A. Yes they would still be viable.</p> <p>Q. Is this reversible? A. Yes it is.</p> <p><i>J Caddy arrived at 7.05pm</i></p> <p>Governors voted and unanimously agreed to join the budgets of the two schools.</p>	
FG/16/198	<p><u>Rapid Improvement Group</u> The Rapid Improvement Group had met on Monday. The Vice Chairman explained that some of the issues they discussed had been covered earlier in the meeting. Other items discussed included staffing and pupil numbers. They had also discussed the roles covered by Martyn Boothroyd, who was currently unwell. It had been agreed that the Chairman would take on the Visions and Values role while the Vice Chairman would cover the Safeguarding role. The role of link governor for literacy still needed to be covered and it was felt that this could be taken on by Clare Almond, the new co-opted governor, who had experience in this area [as a qualified English teacher]. The second co-opted governor, Rachel Stebbings would be asked whether she would prefer to work with maths or early years and Jane Richardson, associate governor, would work alongside Ros Garnish.</p> <p><i>The group also looked at school data with a view to it being represented as 'good' in terms of progress and individual case studies despite the attainment being less than 'good'. J Pynn explained that there was good evidence that Early Years and KS1 were showing strong outcomes. The data for KS2 only represented four children. J Pynn felt that there was a case to be made that</i></p>	

	<p>data had been 'good' despite attendance issues and that there were reasons to explain attainment and to support 'good' progress. He pointed out that current KS2 progress involved support and individual plans where required.</p> <p>Governors were told that discussions had taken place and judgements scrutinised regarding a member of staff moving through threshold. The Chairman and Vice Chairman felt that trust should be put into the decisions and recommendations made by the Headteacher.</p> <p>Governors agreed that they were satisfied that the case had been looked at in detail and approved the member of staff moving through threshold.</p>	
FG/16/199	<p>Policies <i>All policies had been circulated with the agenda</i></p> <p><u>Behaviour</u> There was some discussion about ambiguity about whether earrings were permitted at school at was agreed that this should be clarified.</p> <p><u>Admissions (Hovingham)</u> This policy involved a date change only.</p> <p><u>Admissions (St Hilda's)</u> This policy involved a date change only.</p> <p><u>Child Protection</u> Governors were advised that as a standard NYCC policy, this should not be altered.</p> <p><u>Teaching and Learning</u> J Pynn explained that this policy was based on suggestions from Chris Quigley.</p> <p><u>Pay</u> Governors were told that this policy was an NYCC model policy with recommendations adopted which fit our context.</p> <p>Governors agreed to approve all policies, subject to clarification of the Behaviour policy. Proposed: J Senior Seconded: L Lealman</p>	
FG/16/200	<p>Monitoring Visits J Senior had met with Carla Martindale. M Wilson would hold worship at the school and would send a plan to J Pynn beforehand. J Pynn told governors that he was extremely grateful to the worship group for all the work they had done.</p>	MW
FG/16/201	<p>Governor Training The clerk would send a training list to the new governors as part of their induction. M Wilson, V Forrester and J Senior had all attended the most recent GSINs meeting. They reported that it have been useful, particularly in meeting with governors from other schools. J Senior took part in the workshop and felt that</p>	Clerk

	showed that the federation governing body was in a good position. Prevent training certificates were handed to the clerk to file. J Pynn told governors about a training session entitled Understanding Christianity running on January 17 th and encouraged governors to consider attending.	All
FG/16/202	Safeguarding J Pynn reported on recent safeguarding issues: <ul style="list-style-type: none"> • A routine fire practice had taken place in each school with no problems. • The Child Protection policy had been updated. • An annual report on safeguarding would be presented at the next meeting in November. • Health & Safety walks had taken place with Andy Holt. • Accidents books had been revisited. J Pynn had liaised with staff to ensure greater consistency in reporting accidents. • A new version of the Safeguarding Audit was due in November and an action plan would be produced for this. • A new Health & Safety officer to replace Chris Sutton would be starting after half term. • No children had been referred to Children's Social Care although some children were currently under review. • One family was receiving support from the Ryedale Prevent Service. 	
FG/16/203	Matters for inclusion on the next agenda <ul style="list-style-type: none"> • Safeguarding report • Finance 	
FG/16/204	Date and time of next meeting November 28 th , 5.30pm, Hovingham	

Meeting ended at 7.30pm

Actions			
Item ref	Action	Timeframe	Name
FG/16/194	Talk to J Pynn about accessing The Cloud	ASAP	JR
FG/16/194	Send out Business Interest forms	ASAP	Clerk
FG/16/194	Return Business Interest forms to the schools	ASAP	All
FG/16/194	Discuss LA governor transition with R Garnish & J Richardson	By next meeting	MW
FG/16/194	Attend link governor training	17 th November	All
FG/16/194	Complete SIAMs questionnaire and return to schools (if not already done)	ASAP	All
FG/16/195	Contact new governors and invite them to link governor training	ASAP	MW
FG/16/195	Email new governors with welcome pack	ASAP	Clerk
FG/16/196	Inform parents of the right to request wrap-around care		JP
FG/16/196	Remove J Holloway's initials from SDP		JP
FG/16/200	Send J Pynn plan for holding worship		MW
FG/16/201	Email new governors with list of available training	ASAP	Clerk
FG/16/201	Consider attending Understanding Christianity training		All

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