

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of a meeting of the Full Governing Body of the Federation
Monday 27th February 2017, Hovingham

Present:

<p>Clare Almond Martin Boothroyd Jayne Conacher Lynn Lealman Jane Richardson Mark Wilson (Chairman)</p>	<p>Rachel Bell Julie Caddy Victoria Forrester (Vice Chairman) James Pynn (Head) Johanna Senior</p>
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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/17/019	Welcome The Chairman welcomed governors. A prayer was said by M Wilson.	
FG/17/020	Apologies for absence R Garnish sent apologies due to a prior engagement. J Conacher sent apologies for arriving late due to childcare commitments. Governors consented to apologies. F Shaw was not present. The clerk would contact her.	Clerk
FG/17/021	Declaration of interest and confidentiality There were none <i>It was later agreed that part of the discussion surrounding the HT report should be treated as confidential and excluded from the public minutes.</i>	
FG/16/022	Notification of urgent other business Governors agreed to discuss KS2 SATs.	
FG/16/023	Public minutes of the meeting held on 18th January 2017 <i>[Minutes had been circulated with the agenda and confidential minute was tabled at the meeting]</i> Governors scrutinised the public minutes and confidential minute of the FGB meeting held on Wednesday 18 th January 2016. It was noted that an action regarding EYFS had been wrongly allocated to L Lealman instead of J Conacher. Subject to this correction, the minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: J Caddy Seconded: J Senior	
FG/17/024	Matters arising from the previous minutes <u>Confidential staffing minute</u> J Pynn reported that Carla Martindale would become permanent full time Class	

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

	<p>Two teacher at Hovingham. Governors agreed that this was very good news. M Wilson had emailed Sallie Harland to thank her on behalf of the governing body for all the work she had done in the school and to send her their best wishes. S Harland had responded and thanked the Governing Body.</p> <p><u>Diocese training</u> The clerk had contacted the diocese and was awaiting information about any safeguarding training they had on offer. M Boothroyd explained that the diocese was in a period of transition regarding this issue and that he would report back with any updates.</p> <p><i>L Lealman arrived at 5.40pm</i></p> <p><u>Governor transition</u> R Garnish and J Richardson had met and would meet again on Thursday 1st March to co-ordinate the transition from J Richardsons’s role of Associate Member to that of LA Governor. Governors were informed that new rules regarding LA governors required an application form to be sent in by 1st May. J Richardson would complete and submit the form. It was noted that NYCC was advising these forms to be completed sooner rather than later.</p> <p>Q. Has Ros agreed to stay on as an associate governor? A. Yes she has.</p> <p><u>Governor access to the Cloud</u> This was on-going. Governors should contact J Pynn if assistance is required.</p> <p>It was noted that all other actions arising from the last FGB meeting had been completed.</p>	<p>RG/JR</p> <p>JR</p>
<p>FG/17/025</p>	<p><u>Headteacher updates</u></p> <p><u>Headteacher report</u> <i>[Report had been circulated with the agenda]</i> It was noted that, due to IT issues faced by the Clerk, this report had not been sent out in good time for the previous FGB meeting. Consequently, it had been sent out again to give governors the opportunity to properly scrutinise it.</p> <p><i>Q. The report states that, according to the Peer Review the quality of Teaching & Learning Assessment ‘Could be Securely Good if Peer Review Actions are part of school culture’. Would you say that this was the case?</i> <i>A. Yes I would. For example, we now have the whole staff looking at books rather than just subject leaders and we are all sharing the same high expectations. Subject leaders are also coming back from training and sharing what they have learnt. It is all having an impact, for example this is a celebration of writing [Governors were invited to look at a display wall in the classroom, which involved pupils comments on the work]. The culture is one that is developing and one that everyone feels comfortable contributing to. It’s very positive.</i></p> <p><u>CONFIDENTIAL MINUTE</u></p> <p><i>Q. Looking at the Y3 data, I can see that at the end of the Autumn term 100% of pupils are on track to achieve EOY expectations [in both reading and writing] but that this changes by the end of the academic year so that</i></p>	

100% are on track to attain or exceed. Can you explain why?
A. The measure for the data at the end of the Autumn term is based on tests only whereas the predicted attainment for the end of the year is based on tests and teacher assessment. The teacher and I are confident that these children can attain because much of this is about exam technique.

Comment [J Caddy]: I can think of an example of a pupil who reads beautifully and can talk with confidence about writing techniques so, although they are getting poor test results at the moment I feel that they can achieve well by the end of the year.

Comment: The data for Reception and Y1 looks positive.

J Pynn explained that children with SEN were being measured by looking at EOY expectations in conjunction with other evidence of progress.

Q. Are you pleased with the way the data is looking?

A. Yes I am but there is still work to be done. The different dialogues about children with SEN and finding solutions for them, is refreshing.

Pedagogical Mediation Visit

[Report had been circulated with the agenda]

Governors were informed that, following the Ofsted rating of the schools (RI for Hovingham and RI for EYFS at St Hilda's) the LA had offered support for Early Years, mindful of the fact that a NQT was in place at St Hilda's. This had involved visits for teachers to see examples of good practice, which could then be discussed and brought back to the schools. 'Pedagogical' referred to the focus on practice in the classrooms and 'Mediation' referred to the dialogue that followed.

Q. What is the Ofsted status of the school that was visited [to see good practice]?

A. Whatever their status, Katie [Stringer] works with the North Yorkshire EYFS team and this is a valuable relationship that we are keen to maintain.

Q. Did you get positive feedback from the meeting?

A. Yes. The next steps are to have a partnership meeting for mixed age classes and to 'meet at different venues to discuss learning environments, planning, observations, assessment and to moderate.' A meeting has taken place and St Hilda's will soon be moderated.

Q. There is a space [on the first page] to note shared reflection. Why is this empty?

A. It was the first meeting so there was nothing to note at this point.

EVA Visit to Hovingham

[Report had been circulated with the agenda]

J Pynn explained that support had been given to the schools from the EVA for EYFS needs. This report outlined work that had taken place.

Q. Can you tell us more about '2 Build a Profile'?

A. This is an online application that allows us to take photographs of the children and write a commentary on learning goals and next steps. It's a very useful tool. We're exploring it now and making sure we make the best use of it. It would be wrong to say that it's the only way to gather evidence but it's a key way and it saves a lot of time. It looks different to

	<p><i>the usual ‘pretty pictures’ format that most schools offer.</i></p> <p>There followed a discussion about the importance to maintaining a friendly and personalised approach to reporting on children in EYFS and feeding back to parents. It was felt that parents should feel able to interact with this sort of report and should be encouraged to write on them.</p> <p><i>Comment (L Lealman): I was sceptical about this format but it saves lots of time for us as staff members and it’s also important for children to see us writing.</i></p> <p><i>Q. Have these gone out yet?</i></p> <p><i>A. Yes, they went out in the Autumn Term and are due again soon.</i></p> <p><u>EVA Visit to St Hilda’s</u> <i>[Report had been circulated with the agenda]</i> Governors were informed that his report came from the same package of support for EYFS.</p> <p><i>Q. How are things working out with EYFS staff?</i></p> <p><i>A. It’s a tough job having children from Nursery to Year 2 [in the same room] but Amy’s doing a good job and this has been recognised by outside agencies.</i></p> <p>L Lealman commented that although the current structure of all the year groups working in one room had been in place when she started working at St Hilda’s, it was useful to be able to work with different age groups individually at times.</p> <p>R Bell advised that some issues had been identified during a monitoring visit to EYSF. R Bell and J Conacher would forward their EYFS visit report to J Pynn.</p> <p><u>Data for both schools</u> <i>[Reports had been circulated with the agenda]</i> Governors commented on how difficult it was to accurately read the data for schools with very small cohorts.</p> <p><i>Q. The report seems to pick out only strengths and no weaknesses. Why is this?</i></p> <p><i>A. There are strengths because there is a strong picture. The data is positive, especially in comparison to 2015 data. This information forms Ofsted’s lines of enquiry so it’s a good starting point.</i></p> <p><i>Q. Attendance appears to be good. Have things improved?</i></p> <p><i>A. This is still an issue in both schools for various reasons including illness but there are also some parents taking children on holidays. Our procedures are very clear that I will not authorise holidays. If attendance falls below 90%, parents risk being fined. 90% attendance over the course of a year means 19 days missed – that’s 19 days without literacy, maths, without interaction with peers!</i></p> <p><i>Q. If the schools have put this policy in place and you are doing all you can [to encourage good attendance], can it still be held against us?</i></p> <p><i>A. No it can’t.</i></p> <p><i>Q. How efficient is the LA in following up on poor attendance?</i></p> <p><i>A. This issue has been impacted by recent court cases so Local Authorities doesn’t feel as secure about it as they did.</i></p> <p><u>Meeting with Rev. Allwood</u> J Pynn reported that he had met with Rev Allwood to discuss school worship at Hovingham. Governors were reminded that currently, worship is held in the church on Wednesday afternoons. J Pynn read out an email that was sent to Rev. Allwood following the meeting, <i>[see attached with papers]</i> which outlined a plan for the future of worship in the</p>	RB/JC
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	<p>school following a visit from the Diocesan Advisor. This included reflection on symbols, saints, texts, and an understanding of the ordering of ministry. There would be an emphasis on celebrating what makes the church and Rev. Allwood would lead an exploration of the church in the school and would lead sessions on the sacraments. Pupils would work in the church at key times in the Christian calendar, starting with Easter and would develop an understanding of the different denominations.</p> <p>M Boothroyd reported that work on this had started already and that children had been exploring the church building. He also explained that, as a consequence of moving worship from Thursdays to Wednesday, there would no longer be input from Rev. Ann Freestone but both she and Rev. Allwood would be involved in coming into the school.</p> <p>J Pynn felt that the meeting had been very productive and positive and the results would provide children with a great mix of learning activities. He thanked the worship group for being so flexible.</p>	
<p>FG/17/026</p>	<p>School Development Plan <i>[Plan had been circulated with the agenda]</i> Governors were reminded that the plan would show a number of items still to complete as milestone two runs until the end of March.</p> <p>Q. Objective 1.15 [Progression in writing and providing opportunities for independent writing across the curriculum...etc] has a target of 100% for Y6. This is marked in red. Does this mean that it is not happening? A. In my mind, I had some doubt about whether that target was achievable but I will hold judgement on that.</p> <p>Q. What is GUYN [objective 1.17]? A. This stands for Growing Up in North Yorkshire and it is a survey for Y2 and Y6 pupils to provide a comparison across the county. While not wishing to dismiss this, it should be noted that a very small cohort size would make it difficult to get an accurate picture.</p> <p>Q. When will the university be back [to work on the Academic Resilience programme]? A. Before the end of the summer.</p> <p>Q. I read somewhere that all boys and most of the girls are below ARE at intake. What impact does this have? A. The baseline doesn't change our expectations of reaching learning goals. We need to be careful about how we read the data in this area. For example, a child aged 52 months might look adrift but they might just be 6-8 weeks out. If you would like to know more about this, Michelle [Carter] will be able to explain.</p>	
<p>FG/17/027</p>	<p>Finance & Premises</p> <p><u>Toilet Refurbishment</u> Governors were reminded that the schools had moved away from the MASS scheme and were now using a property maintenance manager. This had already proved to be a great success and a list of repairs had been prepared including the boys' toilets at St Hilda's, which had been identified as requiring urgent action. The school would seek to improve the girls' toilets at the same time.</p> <p>The repairs would cost more than the capital funding available for this year and next year but J Pynn and the School Business Manager had explored flexibility within capital deficit and discovered that NYCC were allowing for capital</p>	

	<p>funding to be made available in advance.</p> <p>Q. What is the timescale for this advance in capital funding? A. It's three years interest free, which gives us scope for proper procurement process.</p> <p>Q. How would this impact on other capital plans for St Hilda's? A. That depends. The only other essential improvement is ICT, which may mean finding scope from other funds.</p> <p>Q. How much would the work cost? A. In the region of £9K - £10K but it is a little vague as we need to make decisions about whether to replace urinals, change the lighting to sensor lighting etc.</p> <p>Q. Can the work be done during the holidays? A. Yes, it would most likely take place during the summer holidays.</p> <p>Q. Will it affect plans to make improvements to decorations, the entrance area and fencing? A. The fencing has been completed and the entry system is done. We did think that the toilets could be cheaper but that turns out to not be the case.</p> <p>Q. Are there any fundraising opportunities for this? A. No, toilets would be considered a basic requirement.</p> <p>Q. How much capital can we carry over? A. Three years broadly speaking but there is some flexibility if some funding is earmarked for a specific project.</p> <p>Governors agreed to approve for the toilet refurbishment to go ahead subject to costings. Proposed: M Boothroyd Seconded: J Conacher</p> <p><u>Hot work permit</u> <i>[Document had been circulated with the agenda]</i> Governors were informed that this document was for their information only and that it was required for any soldering or welding work taking place in the school.</p> <p><u>Budget Summaries</u> <i>[Documents had been circulated with the agenda]</i> Q. When will we see the final outturn? A. The finance officer was in school today and we were all set to do this but a software issue has meant that it's not ready yet. Jill is due back in March, in two-three weeks time. Governors were informed that there were no great differences expected although more had been spent than expected and the carry-forward would be less. The issue of pupil numbers still made a significant difference to the budget.</p> <p>Q. How big is the reception intake? A. We have six for Hovingham and four for St Hilda's. Governors agreed that promotion of the school in the local press was key to improving school numbers.</p>	
FG/17/028	<p>Rapid Improvement Group The group had not met since the last meeting due to the half-term holiday. They would report back at the next FGB meeting.</p>	Agenda
FG/17/029	<p>Monitoring Visits</p>	

	<p>C Almond reported that she had met with J Pynn to gain an understanding of literacy across both schools and how it was practiced. She found the meeting very useful and received a good deal of information. Her report had been submitted and the next meeting would be with Faye Dodds-Aston at St Hilda's.</p> <p>J Senior reported that she had met with J Pynn and Carla Martindale at Hovingham to discuss maths. She had found the visit very satisfactory and would make another visit before the end of term to watch teaching. Her report has been submitted. J Senior reminded governors of the maths project involving adults being invited into the school to talk about how they use maths in the work place. It was agreed that this was an excellent way to demonstrate the relevance of maths in everyday life.</p> <p>J Conacher and R Bell had met with Michelle Carter at Hovingham and would meet again to have a tour of the classroom and to watch teaching. The report was in the process of being written up.</p> <p>J Senior had met with J Pynn to carry out an audit of the website in order to ensure that it was compliant. They would meet again in the summer term to ensure that all recommended actions had been carried out.</p> <p>Q. Is the website compliant? A. There is nothing very major to be done – just a few documents and some governor information.</p> <p>New governors were reminded to send in pen portraits if they had not already done so.</p>	<p>CA</p> <p>JS</p> <p>JR/RB</p>
FG/17/030	<p>Governor Training <i>[A list of upcoming NYCC training had been circulated prior to the meeting]</i> The Clerk advised governors about how to view training courses on Smart Solutions and reminded them that courses should be booked via the school. Governors were reminded that the regular email updates from the diocese often include training information. The Vice Chairman provided an outline of the format of GSINs meetings and explained that, in addition to national and regional updates, they can provide the opportunity to meet with other governors and share experiences.</p> <p>The Chairman and Vice Chairman had attended the recent GSINs meeting, hosted by Paul Brennan, the newly appointed Assistant Director of Education and Skills at NYCC. They reported that the meeting had been both inspiring and pragmatic. Issues covered included information about LA governors and a reminder about Edubase. J Pynn confirmed that this had been done but that he would check with the School Business Manager that it was up to date. Governors were also given a copy of the new Competency Framework. The Vice Chairman would circulate electronic versions of this document via the clerk.</p>	<p>JP</p> <p>VF/Clerk</p>
FG/17/031	<p>Safeguarding Safeguarding Audits <i>[Safeguarding audits for both schools had been circulated with the agenda]</i> The Vice Chairman reported that she had been through both document and had visited the schools to ensure that actions were being completed. She would make another visit to follow up. J Pynn would submit the completed document before the end of March. Governors were assured that V Forrester had found no serious issues while carrying out the monitoring for this and felt that Safeguarding arrangements in the schools were well ordered and</p>	<p>VF</p> <p>JP</p>

	<p>structured. Part of the monitoring had involved looking through accident books and she had been very encouraged by the level of communication between the schools in areas such as children with medical needs and allergies. The Vice Chairman would meet with the School Business Manager to look at the Single Central Record.</p> <p>M Boothroyd thanks V Forrester for taking on the safeguarding role in his absence.</p> <p><u>Fire Risk Assessments</u> Governors were informed that the schools would be visited three times each year by Matt Bellew, the School Safety Risk Advisor.</p> <p>Q. The document states that the building is in use from 7.30am – 6.30pm. Should this be extended?</p> <p>A. That is a good point although we need to draw the line somewhere. I will go back to Matt about this.</p> <p>Governors pointed out that the nearest fire stations were not nine miles away from both schools as stated in the documents and a typing error was noted.</p> <p>Q. I took from item 3.2 [There are no procedures in place for open nights, parent evenings or any out of hour's event] that this is not in place yet. Is there a timescale for this?</p> <p>A. This will be dealt with by Easter. Matt was picking up on procedures outside of schools hours. He felt that procedures during the school day were very robust.</p>	<p>VF</p> <p>JP</p>
FG/17/032	<p><u>Any Other Business</u></p> <p><u>KS2 SATs</u></p> <p>J Pynn reminded governors that SATs will be taking place during the week commencing May 8th and that they will again take place in the village hall in Hovingham, with Y6 pupils from both school taking the tests together. He explained that it would be very useful to have governors join the invigilators each day in order to observe the exams and to assist with invigilation. The exams would start at 9.30am and in most cases, should finish by 10.30am. M Wilson, J Richardson and J Senior agreed to do this.</p>	MW/JR/JS
FG/17/033	<p><u>Matters for inclusion on the next agenda</u></p> <ul style="list-style-type: none"> • School Financial Value Statement • ROV from SIA at both schools • Finance • Policies 	
FG/17/034	<p><u>Date and time of next meeting</u></p> <p>22nd March, 5.30pm at St Hilda's</p>	

Impact Statements	
•	Governors noted new staffing arrangements for Class 2 at Hovingham.
•	Governors scrutinised the Headteacher's report, recent visit reports and data reports and asked questions to ensure that actions were taking place and their impact was in evidence.
•	Governors discussed preferred ways of reporting back to parents of children in Early Years.
•	Governors approved the accessing of advanced capital funding in order to undertake refurbishment of school toilets at St Hilda's, subject to costings.
•	Governors reported back on monitoring visits that they had undertaken since the last FGB meeting.
•	Governors scrutinised the Fire Risk Assessments, recommended changes and asked questions about timescales for actions.

Meeting ended at 7.05pm

Actions			
Item ref	Action	Timeframe	Name
FG/17/020	Contact F Shaw		Clerk
FG/17/024	Meet to discuss transition	1 st March	JR/RG
FG/17/024	Submit application to become new LA governor	By 1 st May	JR
FG/17/025	Submit EYFS visit report	ASAP	JC/RB
FG/17/029	Meet with F Dodds-Aston re literacy		CA
FG/17/029	Meet with C Martindale re maths		JS
FG/17/029	Send pen portraits to school admin to go on website	ASAP	JR/RB
FG/17/030	Check that Edubase information it up to date	ASAP	JP
FG/17/030	Circulate Competency Framework document		VF/Clerk
FG/17/031	Follow up on Safeguarding Audit actions and meet with School Business Manager re SCR		VF
FG/17/031	Submit completed Safeguarding Audit	By 30 th March	JP
FG/17/031	Discuss Fire Risk Assessment changes with M Bellew		JP
FG/17/032	Attend KS2 SATs	w/c 8 th May	MW/JR/JS

The following acronyms may have been used throughout the minutes:

ARE: Age Related Expectations

EVA: Esk Valley Alliance

FGB: Full Governing Body

KS1: Key Stage One

NQT: Newly Qualified Teacher

ROV: Record of Visit

SEN: Special Educational Needs

EOY: End Of Year

EYFS: Early Years Foundation Stage

GSINs: Governors School Improvement Network meetings

KS2: Key Stage Two

RI: Requires Improvement

SDP: School Development Plan

SIA: School Improvement Advisor

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