

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

Governing Body Meeting

Monday 19th October 2015

Present – Those signing the register of attendance

James Pynn (Head)	Rosalind Garnish
Mark Wilson (Chairman)	Jayne Conacher
Jane Holloway(Vice Chairman)	Lynn Lealman
Victoria Forrester	Freda Shaw
Sallie Harland	Rev Martin Allwood
Caroline Corner (Clerk)	

The meeting was opened by a prayer led by Rev Allwood. MW welcomed everyone to the meeting. .

FG/16/23 Apologies for Absence

Apologies have been given by Mark Blades and Martyn Boothroyd and were accepted.

FG/16/24 Declaration of Interest & Items of Confidentiality

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

One item of Confidentiality was put forward and to be named "Strategic Planning" to be discussed later in the meeting.

FG/16/25 Notification of Urgent Other Business

It was proposed that the item "Head Teachers Performance Management Review" should included as urgent other business for this meeting. Governors agreed to accept the request and it was added to Agenda.

FG/16/26 Minutes of the last meeting 29.09.15 held at St Hilda's Ampleforth

The minutes of the last meeting were discussed and it was agreed to change the name of the confidential minutes to "Strategic Planning" and correct the minutes to reflect that Victoria Forrester is shadowing Jane Holloway as Vice Chairman. With these alterations corrected JH proposed the acceptance of the minutes and was seconded by VF. All agreed

Item 6 FG/16/27 Matters Arising

FG/15/41 - MW read out the confidential minutes recorded by Heather Leggett in the minutes of 29th June 2015. They were to be titled "Strategic Planning". Governors accepted the minutes which were signed off by MW and handed to JP to return to school to the Confidential Minute Folder where they are filed in a sealed envelope.

Item 6 FG/16/28 Forest Schools

JP explained that he and SH had a meeting planned with the Gamekeeper and Farm Manager of the Hovingham Estate with a possible Forest Schools site identified close to Hovingham.JP

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explained that he was looking in to both schools sharing one site but this would have involve travel costs and may not be quite so flexible. The ideal option would be an accessible site that would be within walking distance of each school. Governors confirmed that if a site at Hovingham was not available then discussions may offer a site near St Hilda's.

Item 7 FG/16/29 Governor Co-option

VF reported to Governors that after the last meeting Cheryl Clifford had enjoyed the meeting but felt her background was not suitable to meet the needs of the Governing Body. Cheryl had agreed to offer support as and when necessary in the future. Her areas of speciality included "Strategic HR and Governance".

In order to fill the vacant Governor seat it was agreed to circulate a newsletter item asking for interested parties to make themselves known to members of the Governing Body. **Action feedback at next meeting from all Governors**

Item 8 FG/16/30 Head Teachers Report

- Data Dashboard – Governors felt this had been documented and completed thoroughly and did not require further discussion.
- SEF – JP had put this together at the end of the summer term with MS. The content was the same but had been restructured to meet the new format. Each school had an individual SEF and a summary SEF. JP confirmed that both schools were maintaining as good. JP outlined that the strengths of each school may change and the areas for improvement may alter. JP agreed to offer termly updates to each SEF.
- JP confirmed that Hovingham now have 37 pupils on roll rather than 35 previously noted.
- 3Yr Financial Projections
- St Hilda's – Governors discussed the income decrease 2016/17 when compared with 2015/16 and this was identified as a result of the pupil numbers lowering from 19 down to 17 pupils. Governors specifically asked how the £22K in year deficit could be adjusted and JP explained that the Pupil Meals Grant and the Reimbursement of Maternity costs had impacted on the budget figure but an alteration in the maternity cover would alter the budget figures to reduce the deficit.
- Hovingham – JP reported to Governors that there had been an increase in pupils on roll and the resulting budgets had showed balanced budgets being carried forward.
- JP invited all Governors to contact Heather Leggett to discuss budget information if needed prior to the next Governing Body meeting on 2nd December where budgets would be discussed in greater detail.

Item 9 FG/16/31 – Finance Update

JP provided Governors with the monthly school budget statements which were accepted and no issues were raised.

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Item 10 FG/16/31 Premises Update

JP reported that both schools had taken place in a Fire Practice. Chris Sutton H & S Advisor was planned to visit schools on 20/10/15.

JP explained that he and HL were looking at a rolling programme of premises improvements and these included :- projector replacements, carpet replacements, considering the heights of fence at St Hilda's, improving the aesthetic entrance that could involve constructing a modest conservatory to provide a seated reception area. It was reported that the gate at St Hilda's had been repaired. The recent fitting of secondary glazing to the windows at Hovingham had improved the classroom environment. It was also suggested that finger guards be fitted to the heavy doors in the corridor next to the staff toilet at Hovingham, **Action JP agreed to look in to the finger guard issue.**

Item 11 FG/16/32 SDP Revised

JP explained that Penny Vernon EDA had suggested restructuring the items on the SDP. It was noted that one page was providing Curriculum information and a separate page was required for Leadership and Management. School staff now know which Governor links in to each class.

Item 11 FG/16/33 Minutes Circulation

It was noted that the Diocesan office required approved minutes to be sent to them after they were signed off at the Governing Body. **Action JP and CC to ensure this happens**

Item 12 FG/16/34 Policy Review Schedule

The following policies have been reviewed and there were no changes to their content:- Display, Foundation, Internet and Admissions Policies for both schools
JC proposed the acceptance of the policies and JH seconded. All agreed

It was agreed that several policies needed alterations to occur these included:- PHSCE, Child Protection, Food, Behaviour and Pay Policies. Governors highlighted specific areas that conflicted and needed reassessing. Two identified issues were school rules needed updating and the reference to snacks to be removed. The policies are to be updated and reviewed for the next meeting. **Action JP to update the policies for the next meeting**

Item 13 FG/16/35 Governor Monitoring

Two Governors VF and MW had visited school and enjoyed taking part in the Big Draw. RG reported that she was joining the recruitment process for the NT Assistant post. SH suggested that Governors should liaise with JP to ensure that teachers are not overburdened with a range of visitors. JH suggested a report should be produced by Governors outlining what they had observed during their visit. JP suggested that visits should be linked to Governors linking with specific threads identified in the SDP. All Governors agreed with these suggestions to improve the overall Governor Monitoring.

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Item 14 FG/16/36 Feedback from “Ofsted inspections & Getting to Outstanding” and “SINS” meetings.

MB and VF had attended the Ofsted inspections presentations lead by Mike Smyth. He had outlined what the changes were within the new framework and suggested tips for schools to use to improve their standards in order to be deemed to be outstanding. Mike had suggested that good quality websites, preloading of information would ensure that inspectors were provided with accurate, concise information that showed excellent evidence with the maximum impact. A good example was Fairburn school website.

Mike had also explained that outstanding schools had used case studies to show positive issues during the inspection and not just to explain negative issues. Governors should be encouraged to talk to children and provide Governance information within the SEF. Mike had also suggested that Governors and schools should review the parent view information to be aware of how parents feel about the school. MB and VF had felt the evening had been very useful to provide a detailed insight in to preparing for an inspection.

SINS Meeting – MW and VF had attended and identified that a school’s leadership and management was the first level to improve for schools rapidly improving. They felt that these are useful meetings to get valuable updates and meet other Governors to discuss common issues.

Item 15 FG/16/37 Governor Training

SH explained that she was planning to attend the Diocesan training for Governors that is to be held on 24/10/15. The training would be repeated approximately every 3 months. Feedback from other Governors indicated that the training provided was very beneficial to Governors and highly recommended.

JH shared the spreadsheet with Governors that had identified the skill sets across the Governors and suggested that JP and CC could access suitable training course that could be funded. CC explained that all courses could be booked through JP and school admin and the subjects covered would be very varied. **Action JP to review the availability of budget monies to support Governor Training if needed.**

Item 16 FG/16/38 Hovingham Toilet Refurbishment

JP explained that this was due to start on the first weekend of the half term holiday and it was anticipated to be completed as school reopened.

Item 17 FG/16/39 Safeguarding

JP circulated the updated National Audit information that had just been issued. It was agreed that Safeguarding would be a standing agenda item on each Governing Body Agenda. **Action JP to add to agenda’s.**

Item 18 FG/16/40 St Hilda’s 50th Anniversary

The anniversary weekend will be celebrated by having the school open to visitors on Sunday 22nd November 1300-1600 when everyone will be welcome to visit and have a cup of tea and reminisce. The children are planning to bury a timecapsule.

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Item 19 FG/16/41 Promotion Events and Fund Raising

Monday 23rd November will be St Hilda's open morning for parents and carers of prospective pupils for 2016/17.

Monday 16th November will be Hovingham open morning for parents and carers of prospective pupils for 2016/17.

Meetings have been planned at each school to discuss promoting the schools and fundraising.

Item 20 FG/16/42 Clerk Update

CC outlined that a revised Disqualification form had been issued and copies were circulated for Governors to complete. This was in line with the latest September 2015 recommendations and legislative changes.

CC explained that the NYCC Governor Module was in the process of being updated by NYCC appointed Clerks and by December 2015 all schools would have their Governing Body members details stored on the NYCC electronic system.

Item 21 FG/16/43 Performance Management of Head Teacher

MW introduced the background to Lou O'Brien and the benefits to be gained for continuity of support with managing the Head Teachers performance.

A meeting has been arranged on 30th November for JP to meet LO'B and have a tour of St Hilda's. The Performance Management Team will comprise MW and VF with FS as a standby.

Item 21 FG/16/44 Confidential Minutes "Strategic Planning"

This item previously was discussed and will remain minuted confidentially.

Signed.....

Dated.....