

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of a meeting of the Full Governing Body of the Federation held at Hovingham
Wednesday January 13th 2016

Present:

James Pynn (Head) Mark Wilson (Chairman) Jane Holloway (Vice Chairman) Victoria Forrester Sallie Harland Johanna Senior	Rosalind Garnish Jayne Conacher Lynn Lealman Freda Shaw Martyn Boothroyd Andrew Coulthard
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In Attendance:

Liz Wilson (Clerk) Penny Vernon (NYCC)	Helen Davey (NYCC) Alison Smith (Diocese of York)
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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*
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Meeting started at 5.30pm

Welcome	
The meeting was opened by a prayer led by M Wilson. The Chairman then welcomed everyone to the meeting and governors introduced themselves to the guests.	
Item	Minute
FG/16/69	Apologies for absence Apologies were received from Rev M Allwood (Associate) and were consented to by Governors present. It was noted that Rev S Bond (Associate) was not present and it was queried whether she had been included in the email containing notice of the meeting. The Clerk would that the email list is up to date and contains all governors and associate governors.
FG/16/70	Declaration of Interest & Items of Confidentiality There were no declarations of interest made. No items were identified as being confidential.
FG/16/71	Notification of urgent other business There were no notifications of urgent other business.
FG/16/72	Public & Confidential Minutes of the FGB held on 2nd December 2015 Governors scrutinised the public minutes of the FGB meeting on 2 nd December 2015. The minutes were agreed as a correct record and duly signed and dated to this effect. The confidential minutes of the meetings on 2 nd December 2015 were both read out and agreed as a correct record. These were then signed and dated by the Chairman and returned to J Pynn to place in the confidential file in school.
FG/16/73	Matters arising from the previous minutes for which there is no separate agenda item Item FG/16/54 – ICT Contract Governors were told that the contract ends on May 31 st 2016. Item FG/16/54 – Hovingham Ofsted Report J Pynn reported that the OFSTED Action plan is to be completed at the start of next week.

Signed..... (Chairman) Date.....

	<p>V Forrester had circulated the recommendations from the Governance Review and the Terms of Reference for the Rapid Improvement Group.</p> <p>FG/16/58 – Governance Meeting Feedback J Pynn confirmed that the school had joined the NGA (National Governors Association).</p> <p>FG/16/60 – Policy Review (Statutory Responsibility) The policies reviewed are now on the school website.</p> <p>FG/16/61 – Premises Update J Pynn reported that he is still awaiting costings for the fire alarm at St Hilda's.</p> <p>FG/16/24 – Forest Schools J Pynn reported that he had held a meeting with Sir William Worsley and Hovingham Estate and had visited an area of land. It had been agreed in principal that the school could use the land from 1st March to 1st September on a timetabled basis. J Pynn would write a letter to Sir William regarding the specific proposed use of the land.</p>
FG/16/74	<p>Co-option of Governors A Coulthard and J Senior left the meeting to allow a discussion about the co-option of Governors. The Chairman reported that since the last meeting, which had been attended by both candidates, there had been further discussions and both were still interested in the role. Governors had responded favourably to evidence of skills and strengths submitted by email and indicated that the candidates were suitable and had the required skills and that they would enhance the abilities of the Governing Body. Some concerns were raised over the fact that the candidates are associated with Hovingham and not St Hilda's. It was explained that the co-option vacancies went out to both schools and that the Governing Body is obliged to recruit people based on their skills set. It was felt that as St Hilda's covers a large area there was a need to publish the vacancies in other parishes. It was agreed that in future, vacancies would be more broadly advertised. The vacancies were publicised in the school newssheets and people from the Ampleforth benefice had been approached. Governors agreed that there is a need to address the perception that the Governing Body is Hovingham biased. It was indicated that a Co-opted Governor would be standing down at the end of the academic year and so a vacancy will arise and it was suggested that Governors could start considering their options now.</p> <p>Governors agreed unanimously to appoint Andrew Coulthard and Johanna Senior as co-opted governors. Proposed: F Shaw Seconded: V Forrester</p> <p>A Coulthard and J Senior returned to the meeting and were welcomed on to the Governing Body. The Chairman offered support to the new Governors. S Harland stated that the new Governors were welcome to do a school visit at any time.</p>
FG/16/75	<p>Ofsted Report - Hovingham (Priority) <i>[A Requires Improvement (RI) Briefing was delivered by Mrs Helen Davey from NYCC]</i> H Davey explained how Hovingham School had got into 'RI' and reassured the Governing Body that the school has the potential to move to 'Good'.</p> <p>Ofsted Framework H Davey explained that changes are made regularly to the OFSTED framework and that it can be challenging to keep up to date. A revised framework was introduced in September 2015 with the main change being that 'Good' schools now have a one-day inspection rather</p>

than two days on the premise that good schools remain 'Good'. There is a contingency measure in that if a school was no longer 'Good' or had become 'Outstanding' this becomes a two-day inspection. Hovingham had been one of the first schools in NYCC to undergo an inspection under the new framework. The new framework means schools have 3-4 hrs to prove to the HMI that the school continues to be 'Good'. All inspectors now work for OFSTED. The school was inspected under Section 8, a short inspection, which required the school to provide the evidence quickly. It was suggested that J Pynn as a new Head may not have been able to provide this evidence quickly enough. In the past, inspectors have given schools the opportunity to provide evidence over the two days. If the outcome of the first day is that they need extra time to make a decision, they can do this. Some schools have maintained a 'Good' on the second day. The inspection is a fast and furious day for the school and Inspectors expect to see immediate evidence of 'Good' teaching. It was noted that the Inspector was being quality assured during the inspection.

Next steps

The School and Governors need to be able to say where are now and where development is needed.

Governors were advised to download a number of documents:

- Section 8 handbook (for monitoring by HMI)
- Section 5 handbook (the school will be re-inspected under the two-day section 5 inspections)
- Inspecting Safeguarding in Early Years, education and skills setting

H Davey suggested that the school moves forward with the positive outcomes of the report. These include Spiritual Moral Social and Cultural development, Behaviour, the teaching of reading and the effective use of Sports Funding. H Davey indicated that RI comes with some differences to what Governors are used to.

It is vital that all Staff & Governors have a copy of the report and are aware of the areas of improvement identified in the report. H Davey indicated that the staff will already have a working knowledge of these.

The school needs to identify the necessary actions and evidence of rapid improvements as well as the impact.

Governors need to know:

- What areas are in need of improvement
- What school leaders are doing to bring about rapid improvement
- What Governors and staff will do as individuals to bring about improvement
- How they know what the school has done to bring these improvements about (this can be done through monitoring visits and discussions with staff)

Support

There will now be an early visit from the SIA / LIA to discuss the school's needs. A Local Authority Support plan will be written outlining the support agreed. As a RI school the school leaders' capacity to improve the school has not been judged as inadequate.

Support, amounting to £10,000, will be available from the Alliance with further support coming via the LA. Most support will come through school-to-school support. In total the school will receive £15,000 of support for free.

It was emphasised that Hovingham is an autonomous school with ownership of its improvements and the support is a partnership: the improvements are not done to the school but with the school.

HMI Monitoring

Between March and June there will be an initial HMI visit and they will take an interest in

the school for the whole 24 months. NYCC has supported the school since the outcome and will help to prepare for the HMI monitoring inspection in 3 to 6 months. There may be an Authority monitoring review prior to the HMI one, which is usually informal. HMI and NYCC will monitor and report on the progress the school is making and support and challenge the school on the journey to 'good'.

'RI' schools are re-inspected under Section 5 and this will happen by the end of the Autumn term 2017 (24 months after report). HMI will tell the school when they are ready to be re-inspected. A one-day monitoring inspection will be carried out within 3-6 months by a new HMI.

Q: Does the school get notice?

A: More notice than an OFSTED Inspection.

Q: Are Governors interviewed?

A: Yes. HMI will then recommend whether the school needs further monitoring visits.

Q: Does the school need to show improvement as early as three months?

A: The school has to demonstrate it has taken rapid action and has to show that they are working towards the plans and that actions have taken place.

If the school is not deemed 'Good' at the re-inspection, the Inspector would need to decide whether to give a judgement of 'RI' or 'Inadequate'. If the school is still judged to be 'RI' there would be another re-inspection in 24 months. If this happens once more the school would be made to become a sponsored Academy. Schools can only be 'RI' for four years. NYCC are looking for Hovingham to be 'Good' in two years.

Schools are not required to put together a separate action plan in response to the inspection but must show how they are addressing the identified areas. This is to be included within the School Development Plan. When HMI visit they will look at the Section 5 actions and whether these are within the SDP. HMI will also look at the school's website to ensure it is up-to-date and includes statutory elements (e.g. Pupil Premium expenditure and its impact). Governors can look at the website and see if it is user friendly and includes SEND information and required information for parents and Governors. It was commented that the website has improved significantly since the inspection already.

HMI will look at Parentview and H Davey suggested the school encourage parents to record their views regularly. They will also look at the Self Evaluation Form and this needs to be updated termly and be presented to Governors regularly.

There will be two days' notice of an HMI visit as they want to be able to speak to Governors and LA. If the Headteacher is not available speak to HMI immediately on the phone, the next most senior member of staff will speak to them. The school will inform the Governing Body of the visit and the Headteacher will notify HMI of anything they need to know. The HMI will look at whether actions are being taken quickly and robustly and will review the impact of any external reviews recommended by inspection (it was noted that the school did not have any recommended). HMI will also review the impact of external support. It was advised that any support given be minuted and its impact reported. There is a need to work collectively as a team and communication is important. During the initial phone call HMI will agree activities with the Headteacher and what evidence needs to be seen. The HMI will meet with the LA, Chairman and Governors and will want to see consistency in what they are saying. They will look at minutes of meetings, hold pupil discussions, observations, and look at Parentview and will discuss the next steps with the Headteacher. They will then make a judgement on whether the school is taking effective action to tackle the areas of improvement or not. A report will be written and published on the OFSTED website. It is then for the school to decide how to communicate the report to parents. It was suggested that the school don't tell parents about the monitoring visit beforehand and that they just highlight the outcomes after the visit.

The role of governors

It was pointed out that the plan would need lots of interim targets and actions on development areas for Governors. Governor monitoring needs to be apparent as does evidence that Governors are challenging the Headteacher. The impact of actions must also be evidenced and should be minuted at every meeting. The School Development Plan needs to appear on every agenda and challenges on the plan must be recorded at these in meetings. H Davey explained that it is rare that a school is re-inspected at six months and that schools can also go to 30 months in extenuating circumstances.

HMI will be looking to see if Governors can provide robust evidence that the school is addressing areas for improvement. It is about what everybody is doing not just the Headteacher. This is a collective responsibility including the Diocese. This should be a positive journey where the school is stronger as an end result. If the school take this approach then they should improve quickly. H Davey stated that it is positive that the school has a full Governing Body. The LA have full confidence that school can get to where needs to be with their support.

A Smith highlighted a term she had come across 'active curiosity'. This should be how Governors challenge the Headteacher. It involves asking lots of questions in a positive way. Monitoring is important as there is a need to get an independent view of the school and HMI will test the evidence base checking to see if is this all coming from the Headteacher or not.

Q: Do Governors have an action plan?

A: Governors have a section in the SDP but no discreet Action Plan.

It was suggested that this could be put together. As a recently federated Governing Body it might be good to put a joint plan together. A Smith offered to provide a pro-forma and assistance in developing this.

The role of the Diocese

A Smith indicated that the Diocese is there to support the journey and can support with training needs for the Governing Body especially around monitoring and evaluation techniques. This would be provided free of charge and can be made bespoke to the school.

Q: Is the free training due to the school being RI?

A: Yes. Ms Smith works with 127 schools and could not give the level of support to all those schools so the Diocese has prioritised who she can work with and this involves offering support to those just going into RI. Her remit is to support the school on the improvement journey.

Governors were informed that RI schools are discussed at LA and Diocesan meetings.

Q: What kind of discussion takes place?

A: A Smith explained that the Diocesan meetings with HMI ensure the Diocese are up-to-date with the framework and look at key things schools are falling foul of. This helps the Diocese support schools. The meeting also discusses schools considered vulnerable. There is no hidden agenda. HMI also ask the LA and Diocese whether they are supporting schools appropriately.

Rapid Improvement Group

The Rapid Improvement Group needs to be the link between the action plan and the Governing Body. If the school need assistance with RIG this can be provided by both the LA and Diocese.

[P Vernon left the meeting at 7pm]

It was decided that the RIG meeting be set up and A Smith be invited along.

The RIG is to oversee key elements of the action plan and provide support and challenge. It was suggested that the Group meet between Governing Body meetings. The group is to be

made up of the Chairman, Vice Chairman and Shadow Chairman along with the Headteacher. The RIG would report back to the Governing Body at the next meeting. It was reiterated that there must be room for Governors to challenge the RIG on the work they are doing. It was agreed to provide an agenda item and a suggested time (e.g. 20-25 mins.) to cover this item.

Terms of Reference for the Group have been circulated and agendas and minutes will be in place. Minutes will be circulated to all Governors prior to Full Governing Body meetings. It was suggested that other Governors with specific responsibilities be invited to participate in the Group when appropriate. The group needs to be needs driven, fluid and tailored to where they are at each stage.

Both the Chairman and the Headteacher thanked the LA and Diocese for their support so far.

FG/16/76

Headteacher's Report: Pupil Data Review Focus

J Pynn apologised for not including all the activities Governors have been involved with in the report.

Q: Why did only the vast majority of staff attend the training with the Esk Valley Alliance?

A: For family reasons but those who did not attend have been briefed in school.

Governors requested that figures on page 7 be double-checked. Errors in the data were identified and these are to be rectified by J Pynn.

St Hilda's – Y2 Spelling Punctuation and Grammar

Q: Were the three pupils who did not achieve not tested or didn't they pass?

A: These pupils were tracked using a commercialised tracking system and some are on track for grammar but not spelling.

Q: What has been done?

A: Pupil Progress meetings have been held with each class teacher and the SENCO and in this case it has been decided to use in class support around phonics including spelling.

Governors commented that the target is for everyone to be on track to achieve End of Year (EOY) expectations but it was noted these are aspirational targets. The school expects pupils to make more than EOY expectations.

Q: These targets are challenging but are they achievable?

A: Yes.

Q: The Y6 pupil who is on Pupil Premium is on track to achieve EOY expectations. Is this an improvement?

A: It is difficult to compare as the school is moving from a system of levels to EOY. This is expected of that pupil who joined the school half way through KS2. They are on track to meet EOY expectations and are part of the Booster classes, which are happening in both schools.

J Pynn indicated that Pupil Premium money has been used for these booster sessions. It was pointed out that Governors need to be aware of where pupils were at end of last year and where they are now. There is a need to be conscious of the effect of small cohorts on data.

Hovingham – Class 2 Data

Q: Why, even with aspirational targets, are the majority of Class 2 not expected to meet EOY targets in Reading and Writing?

A: A number of children are significantly below, more than one year adrift of EOY. Even though accelerated progress will reduce the gap it will not necessarily make this up. The school is looking at whether pupils were over-assessed at the end of last

	<p><i>year as teachers were getting to grips with the new assessment procedures. The school is now using assessments to baseline the pupils.</i></p> <p>Governors were told that no SEND pupil is on track to achieve end of year expectations. The SENCO is liaising with class teachers and working with outside agencies.</p> <p><i>Q: Are children making expected progress according to their abilities looking at individual children's starting points and their needs?</i></p> <p><i>A: Yes, most of the children not on track haven't been at these schools for their whole school lives. Some children have not made sufficient progress over time.</i></p> <p><i>Q: Is this due to ability?</i></p> <p><i>A: It could be due to home circumstances or quality of teaching and learning over time.</i></p> <p><i>Q: Are there strategies in place to deal with this?</i></p> <p><i>A: Yes, meetings with the SENCO, teachers and Headteacher are taking place. 'Quality First' teaching is being used to accelerate learning. Support from outside agencies is being used and these strategies are helpful for whole class teaching too.</i></p> <p><i>Q: Is the school working with home learning?</i></p> <p><i>A: The schools have modelled with parents how to read with children at home. Phonics sessions have been provided but it is difficult to reach the parents that the schools are trying to target. One-to-one modelling of supporting children is being provided by teachers.</i></p> <p>F Shaw offered some help with this.</p> <p><i>Q: How does school approach parents who don't attend these sessions?</i></p> <p><i>A: We ring and invite them personally to attend. The schools are doing everything they can to engage parents.</i></p> <p><i>Q: As the two Pupil Premium children in Class 2 at Hovingham are not on track to achieve EOY, is the school using Pupil Premium money?</i></p> <p><i>A: Yes, the money is being spent on a series of booster classes and pays for the additional teaching staff.</i></p> <p><i>Q: As the OFSTED inspection is imminent at St Hilda's are the staff learning from Hovingham's experience?</i></p> <p><i>A: Yes, the Headteacher has conducted observations with Mrs P. Vernon and staff at both schools are receiving support from the Alliance including Quality First Teaching and support with planning. The support is of benefit to both schools.</i></p> <p>Thanks were given to J Pynn for providing the information and it was agreed that the new format is clearer to understand.</p>
FG/16/77	<p><u>Pupil Premium and Sports Funding</u></p> <p><i>[A document advising of the expenditure of Sports Funding and PP from April 2015 to March 2016 so far was tabled at the meeting]</i></p> <p>J Pynn reported that a conscious decision to include Y5 in Booster groups to 'narrow the gap' has been made.</p> <p><i>Q: Can Sports Funding be carried forward?</i></p> <p><i>A: Yes.</i></p> <p><i>Q: What was the £550 attributed to Reading Intervention used for?</i></p> <p><i>A: It was for training and staff to provide one to one intervention.</i></p> <p><i>Q: What was the Attachment Disorder training?</i></p> <p><i>A: Initially to support an individual child but it benefited the whole staff.</i></p> <p><i>Q: What was the impact of funding Country Music?</i></p> <p><i>A: This was a group activity for class 2 and it raised the pupil's self-esteem. They loved the sessions and learned the discipline of working in a small group so the</i></p>

activity was motivational.

J Pynn was thanked for reinstating whole school swimming at St Hilda's. He stated that he had realised how passionate parents felt about this and is keeping it in mind for Hovingham, which cannot currently staff swimming for KS1.

Q: Has the issue around Mr Pynn accompanying the children from Hovingham to St Hilda's on a Friday been resolved?
A: Yes, this has largely been solved.

Q: Why are the school offering Golf?
A: J Pynn had looked at models at other schools and golf gives an opportunity to give pupils an experience at sports that are not usually open to them. The idea is to introduce sports that can then be opened up to the family. Although golf is a largely individual pursuit it is still competitive.

Q: Where will this be held?
A: The school will get an external provider and it will take place on the field.

Governors commented that the impact of sports funding could be seen in the school newsletters as both schools are doing well in sports competitions. Sporting skills have improved measurably especially against bigger schools. Governors suggested that these successes be collated to show the impact of sports funding? It was felt that the funding also encouraged pupils to mix with pupils from other schools. It was highlighted that as per the Sports Council's findings, not every child likes team games the school taken this on board by providing individual sports.

FG/16/78

Staffing
[A proposed staffing sheet for St Hilda's for 2016-17 was tabled at the meeting]

J Pynn explained that Rose Wood had been covering the maternity leave in Class 1. The original member of staff had indicated that she would not be returning and R Wood had indicated that she does not want to continue full time beyond the maternity leave. There is therefore a need to recruit a new member of staff.

J Pynn suggested that the school seek to recruit a full time member of staff to cover Class 1 as this would add stability and continuity across the week. The new teacher would work alongside R Wood. **With regards the budget, adjustments can be made to make this cost neutral.** It was proposed that an advert to go out by the end of the week, with interviews prior to half term. P Vernon and H Davey had agreed to be involved. This post to be offered initially as a fixed term contract for one year.

Q: Would this person be employed across the Federation?
A: Yes, this can happen.

Q: Is the school looking to recruit an NQT?
A: The advert would not preclude others from applying. NQTs in the main are available in the summer.

Mr Pynn concluded that if they are not happy with the quality of applicants a short-term measure could be put in for the summer term and then re-advertised. It was commented that a full time post might be more attractive to NQTs.

The Governing Body agreed with this plan and were happy for the advert to go out.

Q: What is happening with Mr Swan's contract?
A: This was originally to February half term but Mr Swan has indicated he was happy to continue until Easter and this be reviewed again then.

Q: Has the teacher on maternity leave resigned officially?
A: Yes, and the school is looking into what happens with maternity pay and whether they will have to be pay this back. The former member of staff is aware of this.

FG/16/79	<p>Safeguarding (Statutory Responsibility) M Boothroyd and J Pynn had met to go through the updated Safeguarding Audit, which needs to be completed and submitted by 6th February. Governors agreed that they were happy for J Pynn to submit this.</p> <p>The document will be put on the 'Cloud'. Mr Boothroyd had produced an Acronyms and Abbreviations document, which he distributed to Governors. Q: Were there any significant concerns? A: No. But the audit has led to the production of an action plan including that staff are to sign a register around the documents they have read. It was commented that the audit is a comprehensive document and easy to work with.</p> <p>It was highlighted that new Governors need to undertake safeguarding training online.</p> <p>A Smith explained that there is a new Diocesan Safeguarding adviser in post. M Boothroyd would attend a Diocesan safeguarding surgery on 25th January.</p>
FG/16/80	<p>Governor Training (Priority) A Smith advised that a course called 'Governance of a Church School' is coming up soon and said that she would forward information to governors.</p> <p>Liz Wilson would forward NYCC Governor training to the Chairman to send out to Governors.</p>
FG/16/81	<p>Any Other Urgent Business Newsletters – Governors were requested to get both the Hovingham and St Hilda's newsletters each week as this is a good way keep up to date.</p>
FG/16/82	<p>Impact Statements</p> <ul style="list-style-type: none"> • Educational Performance – Governors checked on pupil progress and attainment by scrutinising the pupil data and challenging the Headteacher regarding interventions. Governors approved the plan to recruit a full time staff member to provide continuity in Class 1 at St Hilda's and more support across the Federation. • Financial Performance – Governors ensured that Pupil Premium and Sports Funding money has been suitability spent and the impact has been recorded. • Responding to the Ofsted recommendations – Governors received training on the new OFSTED system, which will ensure the Governing Body is in a better position to drive improvement.
FG/16/83	<p>Matters for inclusion at next meeting OFSTED - RIG feedback from meeting Revised School Development Plan</p>
FG/16/84	<p>Date and time of the next meeting Monday 8th February 2016 at 5.30pm at St Hilda's CE Primary School.</p>

Meeting ended at 8.05pm

Actions

Item ref	Action	Timeframe	Name
FG/16/69	Check all names on email list	ASAP	Clerk
FG/16/73	Write to Sir William Worsley re Forest Schools	By next FGB	JP
FG/16/75	Download and read inspection documents as recommended	By next FGB	All

Signed..... (Chairman) Date.....

	by H Davey		
FG/16/75	Ensure you have a copy of the Hovingham Ofsted report	ASAP	All
FG/16/75	Check that the Hovingham school website is user-friendly	By next FGB	All
FG/16/75	Ensure that the SDP is a standing item on agendas	On-going	Clerk
FG/16/75	Provide proformas for a Governor action plan	By next FGB	AS
FG/16/75	Arrange a RIG meeting and invite A Smith	ASAP	RIG
FG/16/75	Ensure that RIG is a standing item on agendas for now	On-going	Clerk
FG/16/75	Ensure that RIG minutes are circulated to all governors prior to FGB meetings	By next FGB	RIG
FG/16/76	Double check data figures on page 7 of HT report	By next FGB	JP
FG/16/76	Discuss ways to help with one-to-one modelling of supporting children	By next FGB	FS
FG/16/78	Assist in recruitment of full-time staff member	Before half term	PV & HD
FG/16/79	Submit updated Safeguarding Audit	By 6 th Feb	JP
FG/16/79	Undertake online safeguarding training	ASAP	JS & AC
FG/16/79	Attend Diocese safeguarding surgery	25 th Jan	MB
FG/16/80	Forward information about church school training	ASAP	AS
FG/16/80	Forward information about NYCC training	ASAP	LW
FG/16/81	Read weekly newsletters from both schools	On-going	All

10 Signed..... (Chairman) Date.....