

**Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation**  
**Minutes of a meeting of the Full Governing Body of the Federation held at Hovingham**  
**Monday February 8th 2016**

**Present:**

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

**In Attendance:**

Liz Wilson (Clerk)  
Alison Smith, Diocesan School Effectiveness Adviser

**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

<b>Welcome</b>		
The meeting was opened by Mr M. Wilson and a prayer was led by Mrs F. Shaw. Mr Wilson reminded Governors that the Monitoring training from the Diocese would run after this meeting for approximately one hour.		
Item	Minute	Action
FG/16/85	<b>Apologies for absence</b> - Mrs L. Lealman had contacted the school to report that she was running late.	
FG/16/86	<b>Declaration of Interest &amp; Items of Confidentiality</b> - There were no declarations of interest made. - An item under Urgent Other Business was highlighted as being confidential.	
FG/16/87	<b>Notification of urgent other business</b> - Interviews for the St Hilda's post are to be held this week to work full time from Easter alongside Mrs Wood. Mrs Wood has announced that she will be leaving at the end of the summer term. The class would be taught by the full time teacher from September and the school would look to employ a Higher Level Teaching Assistant for St Hilda's. Mr J. Pynn reported that the budget can cover this. Employing a HLTA would open up a lot of options within school whilst maintaining a healthy budget, even in the third year.  - Mrs F. Shaw queried whether the school's archive material, which she has been reviewing for the anniversary celebrations, should be archived at Northallerton. The recommendation was that the documents should be kept centrally and in the right conditions. <b>Q. Is it school's property and can the school access it at any time?</b> <b>A: Yes.</b> It was felt that, while this was not an immediate priority the documents need to be filed properly before they are archived.	
FG/16/88	<b>Notification of confidential urgent other business</b> <i>CONFIDENTIAL MINUTE</i>	

FG/16/89	<p><b>Public Minutes of the FGB held on 13<sup>th</sup> January 2016</b>  Governors scrutinised the public minutes of the FGB meeting on Monday 13th January 2016  <b>The minutes were agreed as a correct record and duly signed and dated to this effect.</b>  <b>Proposed: Mrs F. Shaw</b>  <b>Seconded: Mrs V. Forrester</b></p>	
FG/16/90	<p><b>Matters arising from the previous minutes for which there is no separate agenda item</b>  <b>Item FG/16/75 - Ofsted Report for Hovingham</b>  - Mr J. Pynn had sought clarification from Mrs Davey regarding whether the school did not produce necessary evidence quickly enough. Mrs Davey clarified that the Ofsted Inspector had not mentioned this specifically.</p> <p><b>Actions</b>  - Ms Helen Lowdell had checked that all email addresses for Governors were up to date.  - Sir William Worsley had agreed to the use of his land for the Forest Schools programme. In practical terms the land will only be used in the summer term.  <b>Q. Is the agreement on-going?</b>  <b>A. The school would hope that it is every year. Mrs Sallie Harland would write a management plan for the land and the impact of pupils using it.</b>  <b>Q. Where is the land they have been visiting recently?</b>  <b>A. At East / West Ness.</b>  - Governors commented that the website is becoming increasingly user friendly and looking very good. The website will be refreshed by the end of the term.  <b>Q. Will the St Hilda's website be updated too?</b>  <b>A. Yes, both websites will be updated.</b>  <b>Q. Could both schools have same front page?</b>  <b>A. It was felt that there is a need for the schools to maintain their independence. It was commented that as Chairman of Governors for both schools Mr Wilson should be welcoming visitors to both websites.</b>  <b>Q. Can the staff names on the St Hilda's website be checked?</b>  <b>A. Yes.</b>  - A Governor felt that the St Hilda's newsletter diary had more events in it. This may be due to the number of notices provided for families, the amount of notice provided and the fact that some events are solely Hovingham based.  - Mr J. Pynn had submitted the Safeguarding Audit.  - Mr M. Boothroyd had attended the Diocesan training and found it to be very informative.  <i>At this point Mrs L. Lealman joined the meeting (5.48pm)</i></p>	SH
FG/16/91	<p><b>Governance Paperwork</b>  <i>[Standing Orders and Code of Practice had been distributed with the agenda]</i>  - It was reported that the clerk, Ms H. Lowdell suggested these standard NGA documents at the termly meeting. It was commented that some Governing Bodies sign the Code of Practice every year at the first meeting of the academic year. The Code of Practice would be printed off and signed at the next meeting.  <b>Governors agreed that these documents be adopted</b>  <b>Proposed: Mr J. Pynn</b>  <b>Seconded: Mrs J. Holloway</b></p>	

FG/16/92	<p><b>Headteacher's Updates: (Core Function – Educational Performance)</b>  <i>[Plans and visit reports had been circulated with the agenda]</i></p> <p><u>School Improvement Adviser visit</u></p> <ul style="list-style-type: none"> <li>- It was noted that the report of this visit is a rolling record. Mr M. Wilson had met with Mr J. Pynn to discuss the actions, progress and impact.</li> <li>- Mrs V. Forrester commented that she would be looking for evidence of the Writing Learning Journey as a follow-up to the monitoring visit she had carried out accompanying pupils to Yorkshire Museum.</li> <li>- An interim appraisal had been prepared for staff at St Hilda's. Mr Wilson had seen evidence of this and reported on it to Governors.</li> <li>- A support plan for a KS1 teacher has been put in place. Mr Wilson had seen evidence of this and reported on it to Governors.</li> <li>- Subject leaders from both schools are to work alongside experienced subject leaders from other schools. Mr Wilson reported on the impact of this. It was asked that an amendment be made to the document to ensure confidentiality.</li> </ul> <p><b>Q. Which school's Literacy Co-ordinator has been met with?</b>  <b>A. Langton School who have a very experienced co-ordinator of Literacy.</b></p> <ul style="list-style-type: none"> <li>- Impact statements are to be written by Mrs Harland after the visit.</li> </ul> <p><b>Q. Is this a one off or on-going?</b>  <b>A. The intention is for this to continue as now the link has been established it would be good to use it.</b></p> <ul style="list-style-type: none"> <li>- Mrs Harland commented that the school was trying not to take advice from lots of different places. There is a need to be clear whether they should be following Esk Valley's advice. It is about getting a balance and working with the relationships established.</li> </ul> <p><b>Q. Has there been a positive impact?</b>  <b>A. Yes, just talking to other teachers about managing the subject leadership role alongside class teacher role has been useful. It is important to look at what suits the school and the children when seeking and following guidance.</b></p> <ul style="list-style-type: none"> <li>- It was highlighted that the dates on Pages 8, 9 and 10 need to be changed. Since this version was sent out by Mrs Vernon has visited again to check on the progress of the actions.</li> </ul> <p><u>English Adviser visit</u></p> <p><b>Q. How is the planning for learning for the week progressing with the two teachers who job share?</b>  <b>A. This is to ensure that grammar is being taught through all aspects of literacy and topic work and is working well.</b></p> <ul style="list-style-type: none"> <li>- Mr J. Pynn is doing planning scrutiny and can see that there is a session for Grammar in Literacy.</li> </ul> <p><b>Q. Does this joint planning have an impact on the hours worked?</b>  <b>A. No the teachers have their Planning, Preparation and Assessment time together. The impact of this joint planning can already be seen in children's books. The teachers are reinforcing the work of each other.</b></p> <ul style="list-style-type: none"> <li>- Link Governors were encouraged to take up Mrs Harland's invitation to see the planning and look at this is practice in the books. The English audit has been sent electronically and Governors were encouraged to come in and look at this. The testing in Spelling, Punctuation and Grammar has identified gaps and these areas are now included in future planning.</li> </ul> <p><u>LA Support Plan</u></p> <p><b>Q. Is this a support plan for both schools?</b>  <b>A. Yes, the support is coming for both schools but will largely be</b></p>	<p>SH</p> <p>JP</p> <p>Link gov's</p>
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	<p><b>focussed on Hovingham.</b></p> <p><b>Q. Are the schools on track to meet every action for the March review?</b>  <b>A. No.</b></p> <p><b>Q. What is not on track?</b>  <b>A. The consistency of marking and feedback had been identified by a book scrutiny with the Maths adviser.</b></p> <p><b>Q. What steps have been taken to address this?</b>  <b>A. This has been discussed with the staff and changes have been made in classroom procedures.</b>  - Numeracy Link Governors were invited to look at pupil books before and after to evidence the impact.</p> <p><b>Q. What changes have happened as a result of the new Marking and Feedback policy?</b>  <b>A. Teachers are encouraged not to write as much as they have been, which is challenging for Literacy.</b>  - Mrs Harland invited Governors to come and look at the evidence of this in the children's books. The new system involves a distance-marking sheet, which pulls together all the needs of all children. Link Governors can see evidence of this and can use it to plan their monitoring visit. Governors need to contact teachers and arrange for this to happen.</p> <p><b>It was agreed that the Literacy and Maths Link Governor would look at the policy and evidence of this in action in books.</b> It was explained that the monitoring role of Governors would be covered further in tonight's training.</p> <p><u>Diocese Adviser visit</u>  - The focus of this visit was to assess whether St Hilda's is ready for their SIAMs visit this year. Hovingham's is due next year. Progress towards to the actions agreed is patchy due to the focus on Hovingham.  - The schools are considering purchasing a bible for every child. It was suggested that the school contact Gideons regarding this. It was commented that at Hovingham all pupils had received a bible during the Jubilee year. The school is aware of a charity that distributes bibles but it is logistics that is delaying this happening.</p> <p><b>Q. Should the Parish be supporting this?</b>  <b>A. This to be picked up on at the Visions and Values meeting.</b>  - It was suggested that a Federation prayer be developed and that this could involve a competition for pupils.</p> <p><b>Q. Were the school's links with the Diocese via church visits for collective worship identified during the visit?</b>  <b>A. Yes, the adviser was made aware of this. The objective of the meeting was to make suggestions for further improvement.</b></p> <p><u>Esk Valley Alliance visit</u>  <b>Q. Why haven't all members of staff been trained in Quality First yet?</b>  <b>A. Two members of staff are receiving their Quality First training this week.</b></p> <p><b>Q. Is the Quality First proforma in use?</b>  <b>A. Yes (where staff have received training), Governors are invited to visit and see this in practice.</b>  - The two Hovingham staff members who have received training are using it and find that they can discuss this at a personal level when support allows in class.</p> <p><b>Q. Is the collaboration with the Esk Valley Alliance having an impact?</b>  <b>A. Yes, but staff are having training at different times so it has been difficult to discuss as a whole staff due to the lag in training. All staff members will be up to date by Friday 12th February.</b></p>	<p>Link gobs</p> <p>Link gobs</p>
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	<p><b>Q. Would it appropriate to share with parents to who has been in to visit school in the newsletter?</b>  <b>A. This was felt unnecessary.</b></p> <p><i>At this point Ms A. Smith joined the meeting (6.20pm)</i></p>	
FG/16/93	<p><b>School Development Plan (Core Function – Strategic Direction)</b>  <i>[The SDP had been circulated with the agenda]</i></p> <p>- Mr J. Pynn reported that he had worked on the SDP further with Mrs P. Vernon to ensure there is depth within the milestones to allow them to be drilled down on more deeply. The revised document to be available after half term.</p> <p><b>Q. Are we measuring milestones within the comments?</b>  <b>A. Yes, using Red Amber &amp; Green and adding a commentary. Link Governors need to evidence that these are happening.</b></p>	
FG/16/94	<p><b>Rapid Improvement Group (Priority / Core Function – Strategic Direction)</b>  <i>[Meeting reports had been circulated with the agenda]</i></p> <p>- Mr J. Pynn commented that he is very grateful to Ms A. Smith for her support. It was felt that the RIG has moved the school forward very quickly. Ms Smith commented that it was obvious how proactive the group has been from the emails she had received. The initial meetings had concentrated on how the RIG should work but will now drill down into the School Development Plan.</p> <p>- Mr M. Wilson reported that a review of Governance would be completed once a year using the ‘20 Questions’ document. A Skills Audit of Governors would also be completed annually. Mrs J. Holloway would circulate the document from the NGA website and asked that all governors complete this electronically and email to her by Monday 22nd February. Mrs Holloway would collate and report on this at the March meeting. It was reiterated that Governors should answer and rate themselves from a personal perspective. It was hoped that as time goes on progress could be seen in Governor’s skills.</p> <p>- Mrs J. Holloway would email out a Governor Induction pack and Mr J. Pynn would distribute the prospective new parent pack to all Governors. Copies of the NGA Governor Handbook would also be ordered for all. Governors were requested to email Mrs Holloway with any other suggested items. This induction pack to be circulated every time a new Governor is appointed.</p> <p><b>Q. Does the Code of Practice need to be signed every year?</b>  <b>A. Good practice suggests that it should be signed every year at the first meeting of the academic year.</b></p> <p>- The format of the Monitoring Visit Report is to be discussed at the training session.</p> <p>- The need to revisit the Link Governors List from 21st September was mentioned. It was suggested that there be a second Link Governor for Numeracy and Literacy. It was commented that it would be good for new Governors to work alongside an established Link Governor.</p> <p><b>Mr A. Coulthard agreed to become the second Link Governor for Numeracy</b>  <b>Mrs J. Senior agreed to be the second Link Governor for Literacy.</b></p> <p>- The Diocese had recommended the appointment of a Governor responsible for RE. Previously this role had been tackled in a different way via the Visions and Values Governor but it was felt that a higher profile was needed as RE is a core subject and the schools are Church of England schools.</p> <p><b>Mrs F. Shaw agreed to be the Governor responsible for RE.</b></p> <p>- Governors discussed the need for Link Governors for Gifted and Talented Science and Arts but it was felt that these are not current priorities.</p>	<p>JH All</p> <p>JH JP All</p>

	<p>It was commented that PE may be a higher priority due to the need to report on the impact of the Sports Funding.</p> <p><b>Mrs J. Holloway agreed to be the Link Governor for PE as it falls under health and wellbeing.</b></p> <p>It was felt that a Science Link Governor was not an immediate priority.</p> <ul style="list-style-type: none"> <li>- The Link Governors for Literacy, Numeracy and EYFS were asked to join the next RIG meeting in early March to feedback on developments in their areas. They were requested to go through monitoring visit reports for their subjects and pull out action points from these. Milestones for their areas should be identified within the School Development Plan. This will enable the RIG to identify the evidence that these actions are being carried out.</li> </ul> <p><b>Q. Does this need to be done prior to RIG meeting?</b></p> <p><b>A. The RIG would like to see some evidence of monitoring being carried out at the meeting.</b></p> <ul style="list-style-type: none"> <li>- RIG meetings will include an indication of how far the school has got with the SDP and any future plans. The rewritten milestones will give a clear indication of where the school needs to be and the need to check that the training received is having impact. The new milestones to be circulated after half term. The action points on the pre-existing plan are all ok.</li> <li>- Teaching staff have been advised to be proactive in encouraging Governors to visit to celebrate the actions that have been carried out.</li> </ul>	Link gov's
FG/16/95	<p><b>Finance (Core Function – Financial Oversight)</b></p> <p><b>SFVS</b></p> <ul style="list-style-type: none"> <li>- The School Financial Value Standard has been completed by Mr J. Pynn and the Bursar and is due to be submitted by the end of March.</li> </ul> <p><b>Q. Will the bursar be able to attend the next meeting to answer questions regarding budget?</b></p> <p><b>A. Yes, if they are available, if they are not able to attend Governors are to prepare questions for the bursar and Mr J. Pynn will come to the meeting with answers.</b></p> <p><b>Q. Were appropriate judgements made?</b></p> <p><b>A. It was felt that the response to whether the schools maintain the premises adequately may not be correct (question 17). The judgement was that this is done 'in part' whereas it was felt that answer should be 'yes'.</b></p> <ul style="list-style-type: none"> <li>- Mr J. Pynn reported that there is no plan in place for redecorating the St Hilda's building and if the schools are striving for high standards they need a nicer environment to work in. He suggested a move to having a property maintenance manager for both schools. A conditions review of the schools is needed, which will give a meaningful overview and a maintenance manager could act on issues before it got too late. Mr Pynn reported that a similar system had a positive impact on other schools in the area. The school would no longer pay into the MASS scheme at NYCC but these funds could be kept for areas covered by the scheme. A maintenance manager could be cost neutral and could mean that lots of responsibilities that currently fall on Governors would be passed on to this member of staff. The schools could look to pull out of the MASS scheme from December.</li> </ul> <p><b>Q. Would there be any issues with claw back at the end of year if money were put aside for repairs that then weren't needed?</b></p> <p><b>A. If the money was not needed for the original use it could be used for something else.</b></p> <p>It was agreed to discuss this again at a later date.</p> <p><b>Governors agreed to submit the SFVS</b></p>	

	<p><b>Proposed: Mr M. Boothroyd</b>  <b>Seconded: Mrs F. Shaw</b></p> <p><u>Broadband</u>  - Mr Pynn reported that the schools are currently paying too much for Broadband and suggested moving to BT as a Business client, which would give the school rapid response. A firewall would be provided by NYCC. The impact of this move would be to save money on the revenue budget which can then be used elsewhere such as further strengthening ICT across the schools.  <b>Q. Is there evidence that there is support from BT?</b>  <b>A. Yes, BT are very keen to gain a share of school market.</b>  <b>Q. What are the estimated savings?</b>  <b>A. There significant savings to be had over four years.</b>  <i>[The attachment given to Governors outlines savings]</i>  <b>Q. Can the schools take this contract up?</b>  <b>A. If the schools write a letter stating that the current provision is not fit for purpose and not best value they will be able to opt out.</b>  <b>Q. Are there any penalties?</b>  <b>A. No.</b></p> <p><b>Governors agreed to leave the current contract and sign up with BT</b>  <b>Proposed: Mrs F. Shaw</b>  <b>Seconded: Mrs J. Conacher</b></p>	JP
FG/16/96	<p><b>Monitoring Visits</b>  - Mrs J. Conacher reported that she is communicating with Hovingham staff to organise a visit.  - Mr M. Boothroyd had visited Hovingham and will visit again.  - Reports from Mrs J. Connacher and Mrs V. Forrester are to be submitted.</p>	
FG/16/97	<p><b>Governor Training (Priority)</b>  - Mr M. Boothroyd, Mrs F. Shaw and Mrs J. Senior had all attended Diocesan training and all felt the training was of benefit.  - Mr A. Coulthard and Mrs J. Senior are to attend NYCC Bitesize Finance training.  - A training record would be established with Ms Helen Lowdell in order to evidence training received.</p>	AC & JS
FG/16/98	<p><b>Safeguarding (Statutory Responsibility)</b>  - It was reported that the Safeguarding audit had been submitted and an action plan was in place. Parents are to be invited to view the Action Plan.</p>	
FG/16/99	<p><b>Policies (Statutory Responsibility / Core Function – Strategic Direction)</b>  <i>[All policies had been circulated with the agenda]</i></p> <p><u>AUP Staff</u>  Governors reviewed the document and agreed that the <b>AUP Staff Policy should be adopted by the governing body.</b>  <b>Proposed: Mrs J. Conacher</b>  <b>Seconded: Mrs J. Holloway</b></p> <p><u>Curriculum</u>  Governors reviewed the document and agreed that the <b>Curriculum Policy should be adopted by the governing body.</b>  <b>Proposed: Mrs J. Holloway</b>  <b>Seconded: Mr M. Wilson</b></p>	

	<p><u>PSHE</u>  - This was revised as a result of the Safeguarding Audit and will come into place from Sept 2016  Governors reviewed the document and agreed that the <b>PSHE Policy should be adopted by the governing body from September 2016.</b>  <b>Proposed: Mr M. Boothroyd</b>  <b>Seconded: Mrs F. Shaw</b></p> <p><u>SEND</u>  - Mrs R. Garnish had read the document and felt it needed looking at in more detail. It was requested that the adoption of this be deferred to allow Mrs Garnish to meet with Mrs Faye Dodds-Aston, the SENCO for further discussion.</p> <p><u>Sex &amp; Relationships</u>  Governors noted that this policy was based on a standard NYCC policy and after reviewing the document, they agreed that the <b>SRE Policy should be adopted by the governing body.</b>  <b>Proposed: Mr M. Wilson</b>  <b>Seconded: Mrs J. Conacher</b></p> <p><i><b>Q. Do the schools need a Twins policy as there are a number of sets of twins in the schools?</b></i>  Mr Pynn commented that this could be included in the Equalities policy. Staff are aware that Twins are a vulnerable group.</p>	
FG/16/100	<p><b><u>Any Other Urgent Business</u></b>  There was none</p>	
FG/16/101	<p><b><u>Impact Statements</u></b></p> <ul style="list-style-type: none"> <li>• <b>Educational Performance:</b> Monitoring has taken place around the priorities of the SDP to show evidence and impact of actions.</li> <li>• <b>Financial Oversight:</b> The SFVS has been reviewed to ensure finances are appropriately managed.</li> <li>• <b>Strategic Direction:</b> Link Governors have been reviewed and strengthened in areas prioritised in the SDP.</li> <li>• <b>Educational Performance:</b> Improved Governors level of challenge to school leaders in relation to pupils' progress over time through a greater understanding of the school's development plan.</li> <li>• <b>Strategic Direction:</b> Sharpened School Improvement planning to ensure plan drive improvement.</li> </ul>	
FG/16/102	<p><b><u>Matters for inclusion at next meeting</u></b>  - The cleaning of the school was raised. Mr Pynn asked that Mrs L. Lealman discuss this with him first.</p>	LL
FG/16/103	<p><b><u>Date and time of the next meeting</u></b>  Monday 21st March 2015 at Hovingham CE Primary School at 5.30pm.  Mr Pynn reported that in his absence during the residential trip Mrs G. Metcalfe, Headteacher at Slingsby CP would be on call to act as senior leader for both schools if needed.</p>	

Meeting ended at 7.10pm

Signed.....(Chairman) Date..... 8

## Actions

Item ref	Action	Timeframe	Name
FG/16/90	Forest School management plan		SH
FG/16/92	Literacy co-ordinator impact statements		SH
FG/16/92	Alter dates on School Improvement Advisor visit doc		JP
FG/16/92	Visit to view impact of join planning		Link govts
FG/16/92	Visit to view impact of marking & feedback policy		Link govts
FG/16/94	Circulate NGA Skills Audit		JH
FG/16/94	Complete NGA Skills Audit and return to JH	22 <sup>nd</sup> Feb	All
FG/16/94	Circulate governor induction pack		JH
FG/16/94	Circulate prospective new parent pack		JP
FG/16/94	Email JH with suggested items for governor induction pack		All
FG/16/94	Attend the next RIG meeting	Early March	Link govts
FG/16/95	Sign up for broadband contract with BT		JP
FG/16/97	Attend NYCC bitesize finance training	23 <sup>rd</sup> Feb	AC/JS
FG/16/102	Discuss cleaning with Mr J Pynn		LL