

	<p>they are.</p> <p>Governors were reminded that Freda Shaw had stepped down during the summer holidays due to ill health. The Chairman had written to acknowledge this, to thank Freda for her commitment to the school and to send her the best wishes of the governing body.</p> <p>Governors discussed finding a replacement foundation governor. The Chairman would contact Jane Holloway and write to the PCC to inform them of the vacancy and to ask them to invite the incumbent to take on the role of foundation governor or associate member.</p>	MW
FG/17/117	<p>Headteacher updates (Core Function – Educational Performance)</p> <p>Governors were reminded that the report covered the period up to the end of last term.</p> <p>Each school had eight new pupils starting in reception who had received a number of induction sessions and were settling in well. The schools were working closely to support two families. In addition to this, Hovingham had new pupils in Year 1 and 4 and St Hilda's had new pupils in Year 1, 2 and 5 so both schools had seen an increase in pupil numbers and a change in dynamics.</p> <p>Q. What are the total pupil numbers for each school now? A. We have 39 at Hovingham and 27 at St Hilda's.</p> <p>Q. There seems to be a lot of 'red' in the data. Can you explain why? A. The targets were very ambitious and very challenging. There is evidence that children have made progress however</p> <p>J Pynn explained that another impact on the data was that there had been some changes to assessment including the move from 'Rising Stars' to the more rigorous 'White Rose' in maths.</p> <p>Writing was a challenging area in terms of assessment as children were being judged on whether they had met all the right criteria. This involved projecting forwards for those in Y1,3,4 and 5 to assess whether children were <i>likely</i> to achieve. Literacy link governors were encouraged to discuss this further with Faye Dodds-Aston.</p> <p>Reading had also moved to the 'White Rose' test in combination with teacher assessment in Y2 and 6. Governors were told that part of the reading assessment involved pupils being able to read a list of words with confidence while being timed. The staff governor agreed that this additional pressure meant that some pupils with very good reading and comprehension skills were not achieving the timed element of the test.</p> <p>Governors were reminded that, due to the size of the cohort, 'red' might refer to just two or three children.</p> <p>Q. Attendance seems to be reasonable. Are you pleased with the attendance figures? A. Yes I'm very happy with Hovingham, which had good attendance taking medical issues into consideration. More broadly though, there are still some parents taking their children out of school for holidays.</p> <p>Governors were informed that J Pynn was dealing with a case of children missing from education.</p> <p>Q. Is Mr Swann still doing music? A. Mr Swann has retired. On Monday afternoons, the children are doing rugby and football at the sports centre and on Friday afternoon we have music through the North Yorkshire music service. All the junior children</p>	

	<p>are learning the ukulele. French classes with a native French speaker are continuing on Friday afternoons. This allows all teachers from both schools to have dedicated time with the new reception children.</p> <p>Governors were told that RIG had discussed Pupil Premium. This had been reviewed with the School Business Manager. J Pynn would send more details to the Vice Chairman and this would be an agenda item for the next meeting.</p> <p><i>[A questionnaire from Alison Smith from the Diocese had been circulated with the agenda]</i></p> <p>Governors were asked to read the questions carefully and identify any that they would find difficult to answer.</p> <p>Q. When will the data become available? A. I don't have a date for that yet.</p> <p>J Pynn explained that RaiseOnline had been updated and would now look very different.</p> <p>Q. Where can I find a copy of the most recent Ofsted reports? A. They are on the school websites.</p> <p>Q. Will Ofsted only ask questions about Hovingham or should we be prepared to answer questions about St Hilda's as well? A. They might ask informally about St Hilda's but the focus would be on Hovingham.</p> <p>J Pynn assured governors that they had given a very good account of themselves with Ofsted in 2016 as well as SIAMs and other forms of monitoring. He pointed out that since the last Ofsted inspection at Hovingham, the governing body had created link governor roles and RIG. Throughout the school year, governors were in school and liaising with teachers. It was noted that documents could be taken in to an Ofsted interview and that it should not be considered a memory test. Governors were asked to email James directly if they had any specific questions or needed anything to be clarified.</p> <p><i>[NYCC record of visit for St Hilda's dated 15th June had been circulated with the agenda but the document had been incomplete]</i></p> <p>Governors agreed that this document should be revisited at the next meeting.</p> <p><i>[NYCC record of visit to Hovingham dated 21st June had been circulated with the agenda]</i></p> <p>Governors were informed that the Schools Advisor, Lisa Jones had visited Hovingham again that day.</p> <p>Q. Is this visit report a general look at the school? A. Yes it is.</p> <p>It was noted that these visit reports could be used by governors as forms of evidence about progress within the school</p> <p>Comment: The reports all look very positive. It's good to see that one of the areas of strength is that the school is in a position to offer support to other schools.</p> <p>A. Yes and there are additional examples of this today as Carla has been asked to support another school in maths.</p> <p>It was noted that J Pynn and M Wilson had both been asked to support schools going through the process of federating. Governors agreed that the previous two years had been very successful and that the records of visit validated the work that had taken place.</p> <p>Q. Do things feel better from a staff point of view? A. [Staff governor] I think so and the fact the Lisa Jones came in today</p>	<p>JP Agenda</p> <p>All</p> <p>Agenda</p>
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	<p><i>and seemed happy was helpful. But I think the staff still feel the pressure of Ofsted.</i></p> <p><i>[NYCC Maths record of visit to Hovingham dated 12th July had been circulated with the agenda]</i></p> <p>J Pynn explained that the visit was carried out by maths advisor, Michelle Hattersley. The report demonstrated that the advisor had done all she can and that the school was working well independently. It was agreed that this could be considered a vote of confidence.</p>	
FG/17/118	<p>School Development Plan (Core Function – Strategic Direction) <i>[School Development Plans for 2016-17 and 2017-18 had been circulated with the agenda]</i></p> <p>The Vice Chairman explained that the SDPs had been discussed at the last RIG meeting.</p> <p>It was noted that some items in the 2016-17 plan had been judged successful and had not appeared in the new plan whereas others would benefit from being embedded and consolidated so had been included in 2017-18. Additionally, some items from 2016-17 had not appeared on the new plan despite having not been completed. J Pynn explained that in these cases, there had been a change in circumstances.</p> <p>Governors were given the example of the action referring to teaching assistants [1.9], which had been very successful but would be continuing in 2017-18 due to the employment of new teaching assistants.</p> <p><i>Comment: The milestones in the new SDP seems to be looking at issues in more depth.</i></p> <p><i>A. That's right and I will be adding sections on English, Maths and Early Years for link governors to pick up on.</i></p> <p>Governors were directed to the final page of the plan, which outlined a vision for 2020. They were informed that both SDPs had been sent to Joy Willis and Lisa Jones.</p> <p><i>Q. Will there be a Visions and Values meeting?</i></p> <p><i>A. It hasn't been arranged yet. There is a new curriculum for RE and new SIAMs criteria.</i></p> <p><i>Q. Is the vicar involved?</i></p> <p><i>A. The vicar has touched base.</i></p> <p>M Boothroyd confirmed that both vicars would be happy to support the schools in this area.</p>	
FG/17/119	<p>Finance & Premises (Core Function – Financial Oversight) <i>[Benchmarking report had been circulated with the agenda]</i></p> <p>Governors agreed that it was challenging to make comparisons between schools with significant differences including the size of the cohort. The Chairman explained that he felt confident that the budget was being well monitored.</p> <p><i>Q. There is a reference to supply teachers. Is this were teachers are being released [for additional training]?</i></p> <p><i>A. Yes but going forward this will be changed as staff contracts change.</i></p> <p>J Pynn went on to explained that he would be carrying out some of the cover himself, which would help financially and in terms of his monitoring.</p>	
FG/17/120	<p>Rapid Improvement Group</p> <p>RIG reported that they had discussed staffing with budgetary implications and an opportunity for J Pynn presented by the Esk Valley Alliance (see item FG/17/125). They also discussed Ofsted preparation (FG/17/117).</p>	

	<p>J Pynn added that staff monitoring had been discussed. A recent staff meeting focussing on maths had looked at data and ARE with a book scrutiny. J Pynn commented that he felt the culture of the schools had changed so that teachers were now happy to ask for support when they needed it. A similar meeting focussing on literacy would be arranged by F Dodds-Aston. Governors were reminded that the school continued to nurture families on a day-by-day basis.</p>	
FG/17/121	<p><u>Policies</u> (Statutory Responsibility / Core Function – Strategic Direction) <i>[Budget Management policy had been circulated with the agenda]</i> Q. Can you clarify point 4 on the Scheme of Delegation to the Headteacher (pg.15)? A. I can clarify that I will not move more than £15K from one line to another without consulting governors.</p> <p>Governors approved the Budget Management policy.</p>	
FG/17/122	<p><u>Monitoring Visits</u> <i>[A maths visit report from J Senior had been circulated with the agenda]</i> Governors agreed that the visit seemed to be very positive.</p>	
FG/17/123	<p><u>Governor Training</u> (Priority) The Clerk would forward information about the online Prevent training course to R Bell. The Clerk would confirm and circulate dates for the next SINs meeting. The Chairman and Vice Chairman encouraged governors to attend SINs meetings and explained that they were very useful, especially as an opportunity to meet governors from other schools. The Clerk would forward information about the re-branding of Smart Solutions.</p>	<p>Clerk Clerk Clerk</p>
FG/17/124	<p><u>Safeguarding</u> (Statutory Responsibility) - Fire practices had taken place in both schools. - J Pynn had met with the NYCC H&S advisor the previous week to discuss site security at St Hilda's with respect to two of the new pupils. A risk assessment had been written for both and as a result of this, fencing had been addressed and exit buttons for the doors would be raised to adult height. F Dodds-Aston and J Pynn had met with the parents of both children. Q. Is the door button from Nursery into the playground being raised? A. Yes, on Wednesday morning. - A check of the Single Central Record had taken place at Hovingham by NYCC. This routine inspection had been requested by the school and a report would be released the following week. The School Business Manager had found the inspection useful. - A new H&S advisor had been appointed following the departure of Matt Bellow.</p>	
FG/17/125	<p><u>Any Other Business</u> <u>External opportunity</u> J Pynn reported that he had been asked by Jane Douglass to be involved in a research project with other Headteachers on the subject of executive headship. The role would involve 6 days of work and would bring the school £400 per day. J Pynn felt that the opportunity would be good CPD for him and the sharing of good practice would be beneficial to the school. Governors agreed that J Pynn should accept the role.</p>	

	<p>Staffing <i>[Two possible revised budgets were tabled at the meeting]</i> Governors were reminded of the vision of splitting the Early Years and Infant classes at St Hilda's for a variety of reasons including the fact that they have different curriculums and different levels of development. It was noted that teaching all of the year groups together was a huge challenge. J Pynn explained that positive pupils numbers presented the opportunity to explore the employment of additional teachers. The first revised budget outlined the implications of employing an additional member of staff to work with Nursery and Reception from Christmas while the second showed the impact of an extra member of staff as well as a new TA [discussed at the last meeting: FG/17/099]. £16K had been allocated to each school for sports and some of this could be offset against the salary of a new teacher.</p> <p>Governors were introduced to the idea of employing a full time NQT rather than a part-time teacher with more experience (therefore commanding a higher salary). It was agreed that the idea of splitting the class was very sensible but there was some concern about employing an NQT to such a challenging role Q. Will the new teacher be a Nursery teacher or a school teacher? A. Because of our setting, we have to have a qualified teacher so staff can communicate properly. Comment: It's not going to be an easy job for anybody. They will have to have experience of Nursery and of Reception. <i>[M Boothroyd left at 7.05pm]</i> Governors were told that the position would be on a fixed term initially with a review at the May half-term.</p> <p>Governors agreed that the school should explore the second option of employing both a teacher and a TA for 6 hours per week to support Faye Dodds-Aston.</p> <p>Q. Will we have more information at the next meeting? A. In order for a new teacher to start after Christmas, we will have to recruit straight away. J Pynn would circulate costs for a full time NQT and ask governors for their preferred option.</p>	JP
FG/17/126	<p><u>Matters for celebration</u></p> <ul style="list-style-type: none"> • Good pupil numbers would allow the schools to recruit staff to enhance the education for the children while supporting the wellbeing of current staff members. • Records of visit from advisors were much more positive and demonstrated how far the schools had come. • Subject leaders had been approached to support other schools, also demonstrating the improved status of the schools. 	
FG/17/127	<p><u>Matters for inclusion on the next agenda</u></p> <ul style="list-style-type: none"> • Confidential minute from 5th July • Keeping Children Safe in Education • Code of Conduct • Pupil Premium • St Hilda's ROV from 16th June • Pay Policy 	

	<u>Dates and venues of next meetings</u> Wednesday 18 th October, Hovingham	
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Meeting ended at 7.15pm

Impact Statements
Governors elected a Chairman and Vice Chairman for the coming academic year and ensured that all governing body business was in order.
Governors scrutinised the Headteacher's report and discussed data, attendance and the school timetable.
Governors approved the Budget Management Policy
Governors approved the Headteacher's involvement in a research project
Governors discussed staffing with budgetary implications

Actions			
Item ref	Action	Timeframe	Name
FG/17/114	Re-word the confidential minute from 5th July 2017	Next FGB	Clerk
FG/17/116	Arrange for list of link governors to be included in the next newsletter		JP
FG/17/116	Contact Jane Holloway re. foundation governor vacancy	By next FGB	MW
FG/17/117	Forward Pupil Premium information to VF		JP
FG/17/117	Contact JP with any specific questions re. Ofsted	ASAP	All
FG/17/123	Forward Prevent training information to RB and CA		Clerk
FG/17/123	Circulate dates of the next SINs meetings	ASAP	Clerk
FG/17/123	Circulate information about the re-branding of Smart Solutions		Clerk
FG/17/125	Circulate costs for various staff options		JP

The following acronyms may have been used throughout the minutes:

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| ARE: Age Related Expectations
EVA: Esk Valley Alliance
FGB: Full Governing Body
KS1: Key Stage One
MSL: Maths Subject Leader
RI: Requires Improvement
ROV: Record of Visit
SDP: School Development Plan
SFVS: Schools Financial Value Standard
SIA: School Improvement Advisor | EOY: End Of Year
EYFS: Early Years Foundation Stage
GSINs: Governors School Improvement Network meetings
KS2: Key Stage Two
NQT: Newly Qualified Teacher
RIG: Rapid Improvement Group
SBM: School Business Manager
SEN: Special Educational Needs
SENC_o: Special Educational Needs Coordinator
SIAMS: Statutory Inspection of Anglican & Methodist Schools |
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Signed..... (Chairman) Date.....