

**Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation**  
**Minutes of a meeting of the Full Governing Body of the Federation**  
**Wednesday 22<sup>nd</sup> March, St Hilda's**

**Present:** Clare Almond  
 Martin Boothroyd  
 Victoria Forrester (Vice Chairman)  
 Lynn Lealman  
 Mark Wilson (Chairman)

Rachel Bell  
 Jayne Conacher  
 Ros Garnish  
 James Pynn (Head)

**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/17/035	<b>Welcome</b> The Chairman welcomed governors. A prayer was said by M Wilson.	
FG/17/036	<b>Apologies for absence</b> F Shaw sent apologies due to a prior engagement. J Senior sent apologies due to a previously arranged holiday. J Caddy sent apologies for arriving late due to childcare commitments. <i>[J Caddy did not arrive before the end of the meeting]</i> <b>Governors consented to apologies.</b>	
FG/17/037	<b>Declaration of interest and confidentiality</b> There were no declarations of interest. There were no items of confidentiality.	
FG/17/038	<b>Notification of urgent other business</b> Governors agreed to discuss the position of staff governor and an item from J Pynn.	
FG/17/039	<b>Public minutes of the meeting held on 27<sup>th</sup> February 2017</b> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on Monday 27 <sup>th</sup> February 2017.  <b>The minutes were unanimously agreed as a correct record and duly signed and dated to this effect.</b>  It was noted that the clerk had not provided copies of the confidential minute of the meeting held on 27 <sup>th</sup> February for governors to agree. This would be provided at the next FGB meeting.	Clerk

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

FG/17/040	<p><b><u>Matters arising from the previous minutes</u></b></p> <p><u>Governor absence</u> F Shaw had telephoned J Pynn to give her apologies for absence at the last meeting. This was due to the overrunning of an earlier meeting that she had been attending.</p> <p><u>LA governor transition</u> R Garnish and J Richardson had met with SENCo Faye Dodds Aston. R Garnish had sent a letter of resignation to the clerk, who then contacted NYCC to inform them. R Garnish reported that J Richardson had completed her application form to become the new LA governor and was about to submit it to NYCC.</p> <p><u>Website</u> R Bell would send in a pen portrait and photograph to go onto the school website.</p> <p><u>Safeguarding</u> V Forrester would meet with the School Business Manager the next day to monitor the Single Central Record.</p> <p><u>SATs</u> Governors who had agreed to attend KS2 SATs would arrange dates this week.</p> <p><b>It was noted that all other actions arising from the last FGB meeting had been completed.</b></p>	
FG/17/041	<p><b><u>Headteacher updates</u></b></p> <p><u>SIAMS</u> Hovingham school had inspected two weeks before the meeting. J Pynn had been sent the report to check for accuracies and would share the final report with governors when it arrived.</p> <p><u>Wraparound care</u> This item was discussed during a recent RIG meeting [see item FG/17/044].</p> <p><u>NYCC visit to Hovingham on 7<sup>th</sup> February</u> <i>[ROV was circulated with the agenda]</i> J Pynn would meet with the SIA and with Helen Davey from NYCC in order to follow up action from this visit and review the school support plan. They would also look at teaching and learning in Class 1 and carry out a book scrutiny. The maths advisor would look at teaching and learning in Class 2 during a visit in the next week. A visit the following Monday would focus on Reception pupils. <b><i>Comment: I can see that the evaluation is still RI although other elements have been classed as Good. It is positive to see that the schools are both evolving.</i></b> <b><i>Q. Would you say that marking and feedback has been embedded?</i></b> <b><i>A. Yes and there is good evidence that marking and feedback are having an impact although there are still some systems that I'd like to review.</i></b> <b><i>Q. Are the staff happy with it.</i></b> <b><i>A. Yes. There's still scope to review it and it will be on agenda for the leadership team.</i></b></p>	

	<p><u>SEN report</u>  <i>[Report was circulated with the agenda]</i>  It was noted that the date on the report was incorrect.  Governors were informed that this was a general report that all schools were required to have.  <b>Q. What does EHCP stand for?</b>  <b>A. [SEND governor] This is an Educational Health &amp; Care Plan. There are also EHCARs, which are Educational Health &amp; Care Assessment Requests.</b>  <b>Q. It says in the plan that you regularly check children's views. Do we have a document showing this?</b>  <b>A. Yes. This is all part of the process.</b></p>	
FG/17/042	<p><b>School Development Plan</b>  Governors were informed that the School Development Plan was in the process of being updated and that this would be further informed by a meeting with Helen Davey on 29<sup>th</sup> March.</p>	
FG/17/043	<p><b>Finance &amp; Premises</b>  <i>[SFVS had been circulated with the agenda]</i>  <b>Q. Some of the items are described as having been completed 'in part'. Should we have any concerns about this?</b>  <b>A. No, this is quite normal.</b></p> <p><b>Governors unanimously agreed to approve the SFVS.</b>  The document was signed by the Chair and returned to the Head to be submitted.</p>	
FG/17/044	<p><b>Rapid Improvement Group</b>  <u>Wraparound Care</u>  Since sending out information about wraparound care at Hovingham, the school had received responses relating to nine children. Three were interested in breakfast club, which would not be viable as a club would require eight children and two members of staff.  There were seven requests for after-school care from Mondays – Wednesdays and four for Thursdays. The group had considered the possibility of running after school clubs and had decided that the current workload on staff would mean that these would have to be run by external bodies, which would have associated costs. It was pointed out that parents were likely to require childcare until 6pm.  During their meeting, members of RIG had agreed that the only option would be to signpost parents to other care providers. J Pynn and Heather Leggart would draft a response to parents, which would be scrutinised by RIG before being sent out. The group acknowledged that it was unfortunate that the school was unable to provide care but it was not possible due to staffing and budgetary constraints.  <b>Q. As you have only had responses relating to nine children, is it worth telling other parents in order to try and make this viable?</b>  <b>A. It's not the responsibility of the school to provide this childcare. It's just our responsibility to let parents know that they can request it. We have done this – parents have been told a number of times.</b>  A parent governor confirmed that parents at Hovingham have been made well aware of the Wraparound care question and have discussed the issue between themselves.</p>	JP/RIG

	<p><b>Q. Where are these children going at the moment?</b>  <b>A. There are all sorts of other arrangements going on.</b></p> <p><b>Q. What's the situation at St Hilda's?</b>  <b>A. There were far fewer responses but it's a very different situation as there is Daisy Daycare on the doorstep here.</b></p> <p><b>Q. Is signposting more than we need to do?</b>  <b>A. We've decided to make people aware of the NYCC site to avoid it looking as though we are favouring one provider over another.</b></p> <p><b>Governors agreed with RIG that the school should signpost parents to care providers.</b></p>	
FG/17/045	<p><b>Monitoring Visits</b>  <i>[EYFS visit report had been circulated with the agenda]</i>  J Pynn told governors that he was extremely grateful for the time they had been spending on monitoring visits and that subject leaders were finding the visits very useful, both as a way to share the work they had been doing and as preparation for Ofsted. The Chair commented that this was exactly the sort of collaborative relationship he had hoped for.  The EYFS visit report from R Bell and J Conacher was described as excellent and tied in well with their previous visit report. J Conacher reported that the visit had been very interesting and that she would follow up with a visit to both schools to spend time in the classrooms.  The clerk would prepare a document listing visits that had taken place. J Pynn encouraged governors to continue booking in visits to the school.</p>	Clerk
FG/17/046	<p><b>Policies</b>  <a href="#">Home School Agreement</a>  Governors were informed that this policy was personal to the school. A typing error was found on page 2 of the agreement.  Governors discussed issues surrounding the use and misuse of social media and the different attitudes that different schools had towards Facebook.  <b>Q. Is there a process in place for dealing with parents who post inappropriate comments about the school on social media?</b>  <b>A. In the past, the Chair of governors wrote to them and I would speak to them.</b>  <b>Q. Do we need guidelines in place to make this clear?</b>  <b>A. In the past it has been self-policing but I think that yes, we do.</b>  A governor reported that there was a St Hilda's Facebook page that may still be active. This would be checked.</p> <p><b>Governors unanimously approved the following policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Home School Agreement</b></li> <li>• <b>SEND policy</b></li> <li>• <b>Freedom of information policy</b></li> <li>• <b>Freedom of information publications scheme</b></li> </ul> <p>Proposed: J Conacher  Seconded: M Wilson</p>	
FG/17/047	<p><b>Governor Training</b>  C Almond had attended the bite-sized finance training, which covered areas such as school funding, national funding formula etc. She reported that the training had been excellent and very useful for somebody with no financial background. It had been a very good introduction into what governors need to know and what to look out for. C Almond had requested an electronic copy of</p>	

	<p>the notes and would circulate them.  A particular area of interest had been Pupil Premium funding and the fact that parents do not always identify themselves as in need of the funding as KS1 children all currently received free school meals. J Pynn explained that, as much as possible, parents were being identified and approached by the school.</p> <p>M Wilson and V Forrester would check on the date of the next GSINs meeting.</p>	<p>CA</p> <p>MW/VF</p>
FG/17/048	<p><b>Safeguarding</b>  <i>[Fire safety document was circulated with the agenda]</i>  A termly fire practice had taken place.  Completed safeguarding audits for both schools had been submitted.  A fire safety document had been completed following a meeting with Matt Bellew.  <b>Q. Are the fire bells at St Hilda's still rung by Hand?</b>  <b>A. There is a wind-up bell for inside and a hand bell for outside so, essentially yes.</b>  <b>Q. Is that compliant with regulations?</b>  <b>A. I've been advised that this meets requirements.</b></p>	
FG/17/049	<p><b>Any Other Business</b>  Governors were informed that a pupil in Reception at Hovingham was currently in hospital undergoing treatment for leukaemia. Letters had gone out to parents of both schools following conversations with the child's parents. The child has two siblings at Hovingham and the elder of the two was interested in holding a fundraising event in the form of a cake sale during parents evening, in order to raise money for bravery awards at the hospital.  Governors agreed that this was a wonderful idea and a very worth cause.  Parents evenings will take place from 3.30 – 6.30 at Hovingham on Tuesday 28<sup>th</sup> March and from 3.30 – 6.00 at St Hilda's on Wednesday 5<sup>th</sup> April.  Governors would confirm with J Pynn as to whether they could help at the cake stalls on either day.  Staff from Macmillian were prepared to lend support to the school if required.  Governors agreed that the family involved was very much in their thoughts at this difficult time.  The Chair thanks J Pynn for handling the situation with sensitivity.</p> <p>Governors were reminded that Mrs Harland had written to the Chair to confirm that she would not be returning following her maternity leave at the end of May.  The clerk would contact the School Business Manager regarding the process for electing a new staff governor.</p>	<p>All</p> <p>Clerk</p>
FG/17/050	<p><b>Matters for inclusion on the next agenda</b></p> <ul style="list-style-type: none"> <li>• Finance and National Funding Formular</li> <li>• Start Budget</li> <li>• School Development Plan</li> <li>• Pupil Premium and Sports Premium reports</li> </ul>	
FG/17/051	<p><b>Date and time of next meeting</b>  3<sup>rd</sup> May, 5.30pm, Hovingham Primary School  The Clerk would prepare an early draft agenda to accommodate the Easter Holidays.</p>	<p>Clerk</p>

Impact Statements
<ul style="list-style-type: none"> <li>Governors scrutinised and asked questions about the visit from the School Improvement Advisor and Helen Davey from NYCC.</li> </ul>
<ul style="list-style-type: none"> <li>Governors approved the School Financial Value Standard.</li> </ul>
<ul style="list-style-type: none"> <li>Governors discussed in detail the issue of wraparound care and decided on a course of action.</li> </ul>
<ul style="list-style-type: none"> <li>Governors scrutinised and approved policies according to the policy schedule.</li> </ul>
<ul style="list-style-type: none"> <li>Governors shared details of finance training undertaken.</li> </ul>

Meeting ended at 6.45pm

Actions			
Item ref	Action	Timeframe	Name
FG/17/039	Provide confidential minute from meeting on 27 <sup>th</sup> Feb	At next FGB	Clerk
FG/17/040	Contact J Pynn re attending SATs	ASAP	All
FG/17/044	Write letter signposting wraparound care to parents		JP
FG/17/044	Scrutinise wraparound care letter		RIG
FG/17/045	Prepare document listing governor monitoring visits	By next FGB	Clerk
FG/17/047	Circulate notes from finance training		CA
FG/17/049	Contact J Pynn re helping on cake stall	ASAP	All
FG/17/049	Liaise with SBM re staff governor election process	By next FGB	Clerk
FG/17/051	Create early draft agenda for next FGB	April 5 <sup>th</sup>	Clerk

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

**RIG:** Rapid Improvement Group

**SDP:** School Development Plan

**SENCo:** Special Educational Needs Coordinator

**SIA:** School Improvement Advisor

**EOY:** End Of Year

**EYFS:** Early Years Foundation Stage

**GSINs:** Governors School Improvement Network meetings

**KS2:** Key Stage Two

**RI:** Requires Improvement

**ROV:** Record of Visit

**SEN:** Special Educational Needs

**SFVS:** Schools Financial Value Standard

**SIAMS:** Statutory Inspection of Anglican & Methodist Schools

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