

Hovingham & St Hilda's Ampleforth CE Primary Schools' Federation
 Governing Body Meeting
 Thursday 7th May 2015

Item	Minutes
	<p>Present – Those signing the register of attendance.</p> <p>Maureen Skinner – Headteacher Sallie Harland – Staff Victoria Forrester – Parent Jayne Conacher – Parent Mark Wilson – Foundation (Chairman) Freda Shaw – Foundation – (Pupil Premium) Rosalind Garnish – Co-Opted – (SEND) Martyn Boothroyd – Co-Opted – (Child Protection / Safeguarding) Jane Holloway – Co-Opted – (Vice Chairman) Mark Blades – Co-Opted – (H&S)</p> <p>Heather Leggett – Clerk to Governors</p>
	The meeting was opened by a prayer led by Freda Shaw
FG/15/13	<p><u>Apologies for Absence</u> Apologies were received and accepted from Lynn Lealman.</p>
FG/15/14	<p><u>Items of Confidentiality & Declarations of Interest</u> None.</p>
FG/15/15	<p><u>Notification of Urgent Other Business</u></p> <ul style="list-style-type: none"> • Commission for School Improvement • H&S issue at St Hilda's
FG/15/16	<p><u>Minutes of the last meeting – 14.04.15</u> The minutes of the last meeting were agreed and signed by MW Prop. FS Sec. VF – agreed.</p>
FG/15/17	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • FG/15/06 Can we please identify Governors with specific responsibility in the attendance list. • FG/15/03 Still no response from the LA regarding the vacant LA position • FG/15/07 Dates for Governor visits to St Hilda's. This will be after SAT's week. MS will send possible dates, to previous Hovingham Governors. • FG/15/07 What was decided about Governors providing a few lines about themselves? Photo of Governor with role and specific responsibility. Second link to interview by children to go on websites, Governors can add a few lines themselves if they wish. • FG/15/11 Letters have been sent out to Viv Todd and all those retiring Governors, with the exception of Richard Orange-Bromehead, as his position is still unknown. • FG/15/07 Meeting Parents. MS confirmed that James Pynn is happy to be involved in an event. Possible dates 4th June, 25th June and 1st July. He will also attend the next Gov meeting on 19th May • HL's contract. Still not received a revised contract, but it is being dealt with.
FG/15/18	<p><u>Governing Body Constitution</u></p> <ul style="list-style-type: none"> • Associate Members. Do we still want to invite Rev.Sue Bond and

	<p>Rev.Martin Allwood to be Associate Governors? No official approach has been made. MS sees their position as helping with Diocesan Advisor visits, SIAM's inspection, support for Christian ethos etc. HL suggested that they be included in all Governor Correspondence, so they can have an input where necessary. MW & JH to compose a letter.</p> <ul style="list-style-type: none"> • Time of Meetings. LL cannot make meetings which start at 4.30. Governors felt it was very important that staff from St Hilda's had a representative on the body initially. Governors agreed to move the start time to 5.30. The meeting on the Tuesday 30th June is now moved to Monday 29th at 5.30pm • Vacancies – Still awaiting appointment of LA Governor.
FG/15/19	<p><u>Pupil Premium</u> St Hilda's 6 children in receipt of premium + 2 early year's pupils. 1 child at Hovingham. Recent spending has included -</p> <ul style="list-style-type: none"> • Supply costs for staff to attend "Closing the Gap" for EYFS children in receipt of pupil premium. Additional Maths resources have also been purchased. • Teaching Assistant hours are supplemented for specific children. • Attachment Disorder training for all classroom based staff. MS explained the theory behind the training, and those children who will benefit. SH commented that all staff found the training very informative. • Reading Intervention training, and in class intervention. • Subsidise Lunch Club at St Hilda's for 2 EY pupils. • VF asked how we would be demonstrating the impact of this spend? Closing the Gap, and reading intervention will be evidenced at the end of the planned programs. TA support is enabling pupils to better engage and improve attendance.
FG/15/20	<p><u>Sports Premium</u></p> <ul style="list-style-type: none"> • Whilst the schools are funded separately, we are looking at this particular budget jointly, as most of the activities are combined.. Spending has included - • Specialist PE Instructor, and transport to use better facilities at St Hilda's. • Subsidise badminton club at St Hilda's and rent of hall for judo club at Hovingham. • Swimming – lessons and transport have been paid for this year, However, we have now found out that we should not be using this grant for it. Governors agreed to discuss this matter more fully and make a decision on future lessons, with James Pynn at a later date. • School staff are very interested in training for "Forest Schools," using the outdoors for learning and encouraging children to be more physically active outside. The recent trip to West Heselton was hugely enjoyed by all the children. MS is looking at developing an area of St Hilda's grounds to enable activities, and is discussing with Hovingham Estate about the possibility of using an area of woodland.
FG/15/21	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • 1 child at St Hilda's is a Looked After Child, emotional and social needs and an ongoing care order. • 1 child at Hovingham considered to be "A child in need" – meaning a range of services are looking at ways to support the family. • MS has made 1 other request for advice to children's social care, but this was not taken any further.

	<ul style="list-style-type: none"> • MS has reviewed the recent “Growing up in North Yorkshire” survey information, particularly with regard to E-Safety. Children stated that they found the lessons useful, and had used the advice when online. • Lessons on smoking, drinking and drugs were less well remembered. Other answers for this were positive, but possibly need re-enforcing.
FG/15/22	<p><u>School Development Plan</u> The 2014-1025 plan had been previously circulated. The previous SGP Committee have reviewed the plan in February 2015. MS will go through the plan with James Pynn as part of the handover process.</p> <ul style="list-style-type: none"> • AFL - Assessment for Learning • SGP – Strategic & General Purposes • SLT – Senior Leadership Team • Q: Searchlight Alliance, Can you please explain more about the purpose of this? It is largely made up of the old North Ryedale Cluster, and comes out of the County’s new plan for school improvement. The focus needs to be more on supporting school improvement. SH, for example, is working with Helmsley School on developing writing. The intention is to organize a shared experience for a group of children from both schools which will encourage them to improve their writing. Capacity to drive school improvement has also been discussed with the larger schools in the cluster. • Howardian Alliance Governor Cluster Meeting – 20th May 7.00pm at Gillamoor. • Capital projects. What is the position at Hovingham? Listed building consent has now been received, and the secondary double glazing will be completed in the summer holidays • School Meals – What is the situation? Are we secure in our provision? We are currently viable at both schools. • Links with other schools? This will be carried forward. <p><u>Items for 2015-2016 Development Plan</u></p> <ul style="list-style-type: none"> • Greater collaboration between other Governing Bodies, and development of new Federated Governing Body to provide support and challenge to the new Headteacher. • Safeguarding – ensure new Head knows what is in place for, and the status of the audit. • Forest Schools, as discussed above. • Sports Development • Writing – both schools and both KS. To carry forward the work with the Searchlight Alliance and use expertise from larger schools to support development. • Assessment – Need to formalise what system of assessment is going to be used.
FG/15/23	<p><u>Self Evaluation</u> School</p> <ul style="list-style-type: none"> • An ongoing process, which is regularly discussed with Lou O’Brien. Looking at data for 2013/14; St Hilda’s is stronger than this year. Hovingham’s has been very mixed, although progress is good. MS feels that we can justify a judgement of “Good” at both schools. Quality of teaching at St Hilda’s has been sustained as Good despite the change of staffing. • Leadership and Management is graded as good, but with further development of subject coordinators and middle managers required.

	<p>The way the GB lead the Federation process and HT recruitment was highlighted as a strength.</p> <ul style="list-style-type: none"> Behaviour is judged as good at both schools. There are some children who present with challenging behaviour at both schools, linked to social and emotional needs, but this is well managed and therefore the judgement is justified. <p>Governing Body</p> <ul style="list-style-type: none"> A skills audit was carried out by the core governors before co-opting Need to re-start the rolling programme of self evaluation to highlight any weaknesses, and identify training requirements. JH to circulate self evaluation paperwork to Governors, so that results can be discussed at September meeting, and used to form basis of how the GB will function and organize training to ensure that it supports leadership and management of the schools.
FG/15/24	<p><u>Policies for review / adoption</u></p> <ul style="list-style-type: none"> Governor Visits – change review dates at the bottom. Lou O’Brien has advised of an excellent pro forma that another local school has produced. MS to ask for a copy, and will be included in the policy. Governor Expenses – Each school previously had its own policy. This now needs to be combined into one policy. FS feels strongly that Governors should be able to claim expenses if it otherwise precludes them from attending. Governors discussed and agreed the revised wording to that effect. Monitoring & Evaluation – Changes have been highlighted. All happy with the wording. Our Responsibilities as Adults in our School Community – Previously brought to Governors, but some changes in terminology were requested. To insert “Where ever we refer to “Adults” we are referring to parents, staff, governors and all adults in our communities.” FS would like a copy of the policy to go to each PCC. <p>Prop. FS Sec. MB – agreed with the above amendments.</p>
FG/15/25	<p><u>A.O.B.</u></p> <ul style="list-style-type: none"> JC was concerned that grass cutting was going on around the entrance to Nursery as the children were going in, and the contractors had to be stopped by a member of staff. MS will speak to Scarborough Council. Commission for School Improvement – HL circulated a copy of the latest document relating to the Commission for School Improvement. Lou-O’Brien – MS informed the meeting that our EDA Lou O’Brien has handed her notice in and will no longer be our EDA from September. Governors agreed to write and thank her for the immense support and input she has had to both schools.
	<p><u>Date of Next Meetings</u> Tuesday 19th May – Finance Focus, 5.30pm at St Hilda’s Tuesday 30th June is now moved to Monday 29th at 5.30pm</p>