

Hovingham & St Hilda's Ampleforth CE Primary Schools' Federation
 Governing Body Meeting
 Monday 29th June 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 – Local Authority – (SEND) Martyn Boothroyd – Co-Opted – (Child Protection / Safeguarding) Jane Holloway – Co-Opted – (Vice Chairman) Mark Blades – Co-Opted – (H&S) Lynn Lealman – Co-Opted</p> <p>James Pynn – Headteacher Wykeham Primary School, observing as part of the handover for Sept 15 Caroline Corner – LA Clerking Service, observing as part of the handover Sept 15</p> <p>Heather Leggett – Clerk to Governors</p>
	The meeting was opened by a prayer led by Freda Shaw. MW welcomed Caroline Corner to the meeting and all present introduced themselves.
FG/15/40	<u>Apologies for Absence</u> None
FG/15/41	<u>Items of Confidentiality & Declarations of Interest</u> Item 9 – Strategic Planning to be entered into the confidential minutes.
FG/15/42	<u>Notification of Urgent Other Business</u> HL – Bank signatories MB - H&S Audit
FG/15/43	<u>Minutes of the last meeting – 07.05.15</u> The minutes of the last meeting were agreed and signed by MW Prop.FS Sec. MB
FG/15/44	<u>Matters Arising</u> <ul style="list-style-type: none"> • FG/15/30 – All previous Hovingham Governors have now visited St Hilda's and been interviewed by the children. • Rev. Bond & Rev. Allwood have both accepted the offered positions of Associate Governors.
FG/15/45	<u>Head Teachers Report</u> The Head Teachers report had been previously circulated. <ul style="list-style-type: none"> • What impact does Miss Hope's extended maternity leave have on Mrs Cooper & Mrs Moisey-Smith? They are both currently employed on temporary contracts which have now been extended until the end of October. HR have confirmed that we can advertise the 1 remaining permanent position internally, for them both to apply for if they wish. We hope to resolve the issue before the end of term.

	<ul style="list-style-type: none"> • What is/was Braveheart Attachment Disorder Training? This training was organised by the SENCO for all staff, following feedback from colleagues at network meetings that it was very positive and useful. Staff who attended found it reassuring that they are already using many beneficial approaches, and additional guidance was extremely useful. • How will you monitor the consistency of marking and feedback, as mentioned in your current monitoring? We will ensure that children receive constructive feedback on how to improve their work, what they have done well, how this links to their learning objective, giving them time to act on it, and then monitoring. Due to our small numbers a lot of feedback is verbal. • Lou O'Brien visits – When is her last visit? Next week. We don't yet know who our new EDA will be. • If we are unhappy with who we are allotted, can we contact Lou? Yes, but we will have to pay for her services.
FG/15/46	<p><u>Governor Raiseonline Training Feedback</u> Raise Online training (West Hesterton, 14 May 2015, VF) Excellent training. Delivered by ex-OFTSED inspector. Included going through a sample 60 page summary report, section by section.</p> <p>Highlighted examples of data that could trigger an OFSTED inspection, e.g. blue highlights mean significantly below the national average. High % of persistent absentees can trigger safeguarding if not explained.</p> <p>Important that governors understand the data and how it is presented so that they can meaningfully ask questions of the head teacher. <u>OFSTED looking for evidence of challenge.</u> Governors need to be able to challenge the head teacher with regards to the data (if head teacher is the only one able to understand the data, this can't happen in any meaningful way.) <u>Governors should look at the data as soon as it is released – i.e. October</u> (unvalidated data released) & February (validated data). The data shouldn't be a surprise if have termly reviews by governors.</p> <p>NGA guidance – a few governors focus on RAISE online and access it. School should have a protocol for access. Governor level access doesn't give access to individual child data. RAISE online is not public document. Can use filters on RAISE online to generate graphs by type, e.g. Pupil Premium, FSM, girls/boys, etc.</p> <p><u>Suggest a working group of governors to do their own analysis. Minute Q's to headteacher and document them.</u></p> <p>Looking for patterns, especially patterns over time. Data can only pose questions for governors but not answer them. Answer them by asking head teacher.</p> <p>Example questions that might be raised from looking at the data:</p> <ul style="list-style-type: none"> • Is the school teaching to the average, i.e. not stretching the most able children? Is there challenge for the above average pupils? • Is there gender bias? • Is additional support targeted appropriately? • Is the teaching effective? Where is it not effective? <p>But the key question is always 'what are we doing about this?' If the data highlights an issue – 3 Qs</p> <ul style="list-style-type: none"> • What have we done?

	<ul style="list-style-type: none"> • What is the impact? • Where is the evidence? <p>Context is everything! Not all children have the same potential and the data can't show achievement (a professional judgement) – is it good enough? What we want is effective teaching leading to good or better achievement over time (consistency).</p> <p>NB/ RAISE online might only have one more year of utility as schools develop different systems for assessment, i.e. won't be possible to compare own school against the national picture.</p>
FG/15/47	<p><u>Data</u> Data for the end of EYFS – (end of reception) includes Teacher Assessment, and has been moderated. Data split into</p> <ul style="list-style-type: none"> • Prime learning goals • Specific learning goals <p>Categorised as Emerging, Expected or Exceeding</p> <p><u>St Hilda's</u> Cohort of 3 so 1 child = 33%</p> <ul style="list-style-type: none"> • What are the reasons for the pupil judged as emerging in physical development? Physically very small child, but, at this point, staff are unsure why they are not progressing. This is being monitored carefully. • MS clarified the average points recorded. • Specific learning goals – 1 child is emerging in literacy and numbers, but this is not the same child as mentioned above. As a result this brings our overall average scores down. Mrs Wood has attended "Closing the Gap" training to improve targeted learning for under achieving pupils. <p>KS1 – Cohort of 2 Attainment is 100% Level 2b+, above the LA average. MS gave detailed information on the progress made by each child.</p> <ul style="list-style-type: none"> • Is this Teacher Assessment or SATs results? This is 100% teacher assessment, although the SATs results do feed into this. <p>KS2 Data – Teacher Assessment only at this point</p> <ul style="list-style-type: none"> • 3 pupils in the cohort. • All very individual in their abilities. MS gave detailed feedback on the results and progress of each child. <p><u>Hovingham</u> EYFS</p> <ul style="list-style-type: none"> • Cohort of 4 with a range of abilities and attainment. • 75% of children reaching the expected level of development, likely to be above the LA average <p>KS1</p> <ul style="list-style-type: none"> • 2 children in the cohort. • 100% of children reaching Level 2b+. One child not reaching expected level, which can be explained <p>KS2 – Teacher Assessment</p> <ul style="list-style-type: none"> • 8 pupils in the cohort • 1 child with specific difficulties in maths. A number of interventions have

	<p>been used, but have not been successful. We have liaised with the appropriate secondary school regarding their transfer.</p> <ul style="list-style-type: none"> • Are we happy to assume that SATs results should be very similar to Teacher Assessments? Yes, they should be very similar. <p><u>Achievement for all Year Groups</u> Due to changes in the curriculum, with significantly raised expectations, and the removal of previous assessment levels, some children who may have been meeting or exceeding Age Related Expectations (ARE) may now appear not to be making such good progress. MS gave detailed progress reports on all children in maths.</p> <p>Are there any pupils causing concern or surprise? No, no results have been a surprise. We do well with the able children and the progress they make, it's some of those who are on the "vulnerable register" who need to make improved rates of progress.</p> <p>How involved do the parents become with some of these vulnerable children? You can't make a generalization, as each case is different. Some parents are very involved and others appear not to be interested. We share as much as we can with parents, but sometimes it is difficult to reach out to parents.</p> <p>MS to forward to all Governors copies of all the whole KS1 + KS2 data, and summary data of pupil progress.</p> <p>Overall the EYFS data at St. Hilda's looks as if the % is low, but there are good explanations for that. EYFS data at Hovingham is stronger. The KS1 data is fine in both schools, with progress possibly stronger at St Hilda's. KS2 at St Hilda's is a diverse group, and at Hovingham it is stronger than last year.</p>
FG/15/48	<p><u>Strategic Planning</u> This item was entered into the confidential minutes.</p>
FG/15/49	<p><u>Hovingham Toilet Refurbishment</u> MS & HL outlined the proposal to completely refurbish both the pupils and staff toilets. This will involve replacing all necessary sanitary ware, installing new non slip flooring, tiling, decoration, and sensor activated lighting.</p> <p>3 quotes had been requested from –</p> <ul style="list-style-type: none"> • Aztec Cubicles • H.L. Halders Ltd • Tom Willoughby's <p>HL confirmed that only two quotes were returned, as Tom Willoughby's had not completed theirs and were doubtful they had the capacity to complete the works.</p> <p>Governors discussed the two remaining quotes. The cheaper of the two quotes from Aztec Cubicles made no provision for electrical, plumbing and decoration work, and did not include the proposed works to the staff toilet. The quote from Halders covered all the requested items. Both companies had proposed to use the same range of cubicles, so the quotes were comparable. Halders are a company we have used previously and have always been satisfied with.</p> <p>It was proposed that the quote from H.L.Halders be accepted. Prop FS Sec. VF - agreed</p> <p>The quotation schedule was completed by MW.</p>

FG/15/50	<p><u>Promotion & Fundraising Ideas</u></p> <ul style="list-style-type: none"> • Governors have previously discussed the need to promote both schools. MW has spoken with a parent recently who is very keen to do some promotion work. She has access to various media outlets and is very keen to be involved. MW has mentioned the role of Associate member which she is interested in. She is clear that the work is for the full federation not just Hovingham. • JP suggested that a meeting in Sept for Staff/ Gov/Parents to discuss promotion might attract more people and ensure no one feels left out. JH was keen that we should not make her wait if she has ideas etc. LL thinks that there is a parent at St Hilda's who would be equally interested and helpful. • It was agreed that Mrs Gordon-Finlayson and Heather Howden should be asked to come up with some ideas to bring to a meeting in September. • Perhaps a joint Parents Group would be more effective? FOHS are struggling for support and St Hilda's is finding it difficult to re-establish a group. • MJB reminded Governors about the Easy Fundraising website, and feels it needs more promoting. A link can be added onto the school website. This also needs to go through Friends of Hovingham School. You can also register your credit card and debit card to raise funds. Reminder to go on newsletters.
FG/15/51	<p><u>Governing Body Constitution</u></p> <ul style="list-style-type: none"> • MW confirmed that RG has now officially been appointed as LA Governor, so will now move from her post as Co-Opted Governor, however she has not received any communication from the LA herself. • MW has written to Richard Orange-Bromehead and thanked him for his time as Governor. He expressed his interest in maintaining links with the schools. • The vacant Co-opted Governor position now needs addressing. • VF has spoken to someone with a senior HR background, and a lot of Governance experience, although not in education. She is retired now, and is keen to take on some voluntary work and be involved in the local community. • Proposal from FS that she be invited to attend a meeting, and see some of the associated paperwork, to establish whether both parties feel her skills set meets the schools' needs.
FG/15/52	<p><u>Policies for review / adoption</u></p> <p>The policies had been circulated previously.</p> <ul style="list-style-type: none"> • Emergency Guide – Keyholders for St Hilda's – should there be someone in Ampleforth who is an official keyholder? FS suggested that she could be a keyholder, however it was agreed that this should be the caretaker. At Hovingham it is to be Mark Wilson. • Lettings Policy – no costs have been included? Neither school has any lettings. Should a request be made we will look at it on an individual basis. • Charging & remissions –agreed <p>Subject to the above amendments all policies were agreed. Prop. JC, Sec.JH</p>
FG/15/53	<p><u>St Hilda's 50th Anniversary</u></p> <p>It will be the 50th anniversary of St Hilda's current building in November 2015. Mrs Wood was a pupil at the school when it opened. All Governors agreed that this should be an obvious target for promotion for SGF and HH.</p>

FG/15/54	<p><u>Clerking Service & Dates of Meetings</u> Caroline Corner will be our new clerk in September, employed through the County Clerking Service. First meeting in Sept is scheduled for 21st September. HL will circulate the dates to all Governors for approval.</p>
FG/15/55	<p><u>Pupil Premium</u> Little to update. At St Hilda's the money is largely spent on TA support for specific children. A full report will be provided in September with amounts spent and the impact, prior to publication.</p>
FG/15/56	<p><u>Sports Premium</u> Forest schools is a subject being explored for both schools. Hovingham Estate are still considering the proposed use of an area of land by the schools. The necessary staff training is still being investigated and costed. Other sites are being considered, but a woodland environment within walking distance would be ideal.</p>
FG/15/57	<p><u>Safeguarding</u> MS has updated the safeguarding audit which has been forwarded to MB. MS & HL are working through the list of outstanding items. MB to arrange a meeting with MS to go through his points from the document.</p> <p>MB has attended safeguarding training provided by York Diocese. He did not feel he had learnt much that was new, but he was pointed in the direction of lots of useful resources and found it very clear, practical and useful.</p>
FG/15/58	<p><u>A.O.B</u> HL – Bank signatories. HL advised that authorised signatories for the two school accounts will need to be updated for September. She proposed that – Hovingham should be James Pynn, Heather Leggett and Andrew Gee St Hilda's should be James Pynn, Heather Leggett and Faye Dodds-Aston. Governors agreed.</p> <p>MB – Health & Safety Audit. MJB and MS meet with Chirs Sutton for an annual H&S inspection at both schools. They walked round both sites, and all was generally in good order and MJB felt he approached everything sensibly. He will be back in October to review the paperwork at both schools.</p>
	<p><u>Date of Next Meeting</u> Monday 21st September 2015. 5.30pm at St Hilda's</p>