

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

**Present:**

Clare Almond	Rachel Bell
Martyn Boothroyd	Jayne Conacher
Rosalind Garnish	Victoria Forrester (Vice Chairman)
Lynn Lealman	James Pynn (Head)
Andrew Reid	Jane Richardson
Johanna Senior	Mark Wilson (Chairman)

**In Attendance:** Helen Lowdell (Clerk)

<b>Core functions</b>
Ensuring clarity of vision, ethos and strategic direction
Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
Overseeing the financial performance of the organisation and making sure its money is well spent

Meeting started at 5.30pm

Item	Minute	Action
FG/18/001	<b><u>Welcome</u></b> The Chairman welcomed governors. A prayer was said by M Wilson.	
FG/18/002	<b><u>Apologies for absence</u></b> J Caddy sent apologies due to family commitments. <b>Governors consented to this apology.</b>	
FG/18/003	<b><u>Declaration of Interest and Items of Confidentiality</u></b> J Pynn and L Lealman declared an interest the Headteacher appraisal. It was decided that items of confidentiality would be identified during the meeting.	
FG/18/004	<b><u>Notification of urgent other business</u></b> Governors agreed to discuss swimming arrangements for pupils at St Hilda's.	
FG/18/005	<b><u>Previous Minutes</u></b> <u>Public minutes of the meeting held on 20<sup>th</sup> November</u> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the meeting held on 20 <sup>th</sup> November. <b>The minutes were unanimously AGREED as a correct record and duly signed and dated to this effect.</b> Proposed: M Boothroyd Seconded: C Almond	

	<p>Confidential minutes of the meeting held on 18<sup>th</sup> October.  <i>[Minutes were tabled at the meeting]</i>  <b>The minutes were unanimously AGREED as a correct record and duly signed and dated to this effect.</b>  Proposed: V Forrester  Seconded: M Boothroyd</p>	
FG/18/006	<p><b><u>Matters arising from the public minutes</u></b></p> <p><u>[FG/17/155] Pupil premium funding</u>  Governors were advised that Pupil Premium spending was reported on alongside the academic year but that the funding was paid in two tranches in line with the financial year.</p> <p><u>[FG/17/164] GSINs</u>  The Chairman had contacted the Local Authority to suggest the new SIAMS framework and training in ASP as subjects for the next GSINs meeting.</p> <p><u>[FG/17/138] Gardening contract</u>  It was noted that the gardening contract audit had taken place in January.</p> <p>All other actions had been completed.</p> <p><u>Headteacher appraisal</u>  CONFIDENTIAL MINUTE</p>	
FG/18/007	<p><b><u>Headteacher updates</u></b> (Core Function – Educational Performance)  <u>Headteacher Report</u>  <i>[Report had been circulated with the agenda]</i>  Governors were reminded that the report referred to the Autumn term.  Pupil numbers for St Hilda’s showed seven children in reception with three leaving Y6 while Hovingham had two children in reception and five leaving Y6. This meant that the gap in pupil numbers between the two schools was narrowing. However, fluctuations in pupil numbers could occur before September, especially considering the position of neighbouring schools and this would make accurate budgeting a challenge.</p> <p><b><i>Q. Are we capping the St Hilda’s numbers at seven?</i></b>  <b><i>A. If we take all the first choices, it will be seven. If we get more, the LA would ask whether we could cope with more and I would say yes. The first number of first choices and PAN both being seven is a coincidence.</i></b></p> <p><b><i>Q. The report says that the data is from Su2 2017 judgement. What does this refer to?</i></b>  <b><i>A. It means second half of the summer term 2017, when we moved away from tests and into teacher moderation. Y2 and Y6 still have the SATs alongside teacher assessment.</i></b></p> <p><b><i>Q. Since the end of badminton, are there are only clubs on a Thursday [at St Hilda’s]?</i></b>  <b><i>A. Yes but there may be scope with the new TA and Lynn [Lealman] to run the Green Gang in the Summer.</i></b></p> <p><b><i>Q. How are the morning clubs going?</i></b>  <b><i>A. Numbers are low but funding for this is coming out of Sports Premium. We’re keeping it under review. It has had very positive feedback from the children.</i></b></p>	

	<p><b>Q. The Y6 data at St Hilda's shows 1/3 adrift in Reading, 1/3 in Writing and 1/3 in Maths. Is this the same pupil?</b>  <b>A. Yes it is.</b>  <b>Q. Some pupils are identified as being adrift. Is that in all three areas?</b>  <b>A. Yes.</b></p> <p><b>CONFIDENTIAL MINUTE</b>  The Head explained that there are some children on the SEND register who were not likely to reach Age Related Expectation but made it clear that this did not mean that they were not making progress.</p> <p><u>Hovingham Support Plan visit, 18<sup>th</sup> September 2017</u>  <i>[Visit report had been circulated with the agenda]</i>  It was noted that this visit report was superseded by the recent Ofsted inspection and judgement.  School advisor, Lisa Jones would be visiting both schools. She would spend the morning at St Hilda's to look at EYFS and the afternoon at Hovingham to pick up on points raised by Ofsted.</p> <p><u>St Hildas LA support visit, 28<sup>th</sup> November 2017</u>  <i>[Visit report had been circulated with the agenda]</i>  <b>Q. Would you describe these 'good' judgements as secure?</b>  <b>A. I wouldn't say the school was securely 'good'. If EYFS is not 'good', could Leadership and Management be described as 'good'? We've taken steps: there are changes in the cohort numbers, changes to staffing, extra TAs and classes have been split and I can see progress. However, this needs to be sustained and built on.</b></p>	
FG/18/008	CONFIDENTIAL MINUTE	
FG/18/009	<p><b><u>School Development Plan (Core function – Strategic direction)</u></b>  <i>[SDP had been circulated with the agenda]</i>  It was noted that some of the items followed on from last year as they continued to be addressed. The document had been annotated with the RAG (Red, Amber, Green) system.</p> <p><b>Q. Where we have 'ambers', will these have more of a focus to get them to good?</b>  <b>A. Yes. There are different reasons why they have been labelled 'amber'.</b>  <b>Q. When will the January Pupil Progress meeting be held?</b>  <b>A. On the training day. We will have a mental health meeting in the morning and pupil progress in the afternoon.</b>  <b>Q. Have the new SIAMs guidelines been released yet?</b>  <b>A. No, they're not final.</b></p> <p><b>Q. Has a Vision and Values meeting been pencilled in yet?</b>  <b>A. Not yet but it should be.</b>  <b>Q. Does Vision and Values cover the Federation?</b>  <b>A. Yes it does. We did have a focus on St Hilda's and we took a different strand every term. Based on our experience of how that we, we have done the same at Hovingham.</b>  It was noted that the Vision and Values group included M Boothroyd and M Wilson. A Reid would join the group.</p>	

FG/18/010	<p><b>Finance and Premises</b> (Core function – Financial oversight)</p> <p><u>Revised budget</u>  <i>[Full and summary budget papers had been circulated with the agenda]</i>  The Head explained that various uncertainties were likely to impact on the budget. These included changes in pupil numbers, the new funding formula and the introduction of the National Living Wage, which could involve TAs, clerical staff and cleaners. The Head and School Business Manager would meet with the bursar to discuss this.  Changes within the staffing structure would also impact on the budget, particularly the new nursery and reception class, staff training and associated cover. Governors were advised that the HLTAs working within the federation could be useful in the event of short-term cover.  <b>Q. When will we have a clearer picture?</b>  <b>A. We're meeting with the bursar at the end of February, but pupil numbers could keep changing until October.</b></p> <p><b>Governors unanimously APPROVED the revised budget.</b>  Proposed: M Wilson  Seconded: M Boothroyd</p> <p><u>Schools Financial Value Standard</u>  <i>[SFVS had been circulated with the agenda]</i>  Governors were advised that this document would be submitted by the end of March.  <b>Q. Is there anything that we should be focussing on?</b>  <b>A. The skills audit and the inventory of items over £100.</b>  <b>Q. Is there anything in here that is a cause for concern?</b>  <b>A. No.</b></p> <p><b>Governors unanimously APPROVED the SFVS</b></p> <p><u>Auditing of Schools Fund</u>  The Head explained that the fund, which involved approximately 10 transactions per year, needed to be audited.  M Boothroyd suggested an appropriate person to do this and would liaise with the Head.</p>	MB
FG/18/011	<p><b>Rapid Improvement Group</b>  RIG had met on Monday 20<sup>th</sup> January and discussed the following items:</p> <ul style="list-style-type: none"> <li>• Budget uncertainties</li> <li>• Pupil numbers and projections</li> <li>• Staffing in both schools including the nursery/reception class at St Hilda's and the resignation of a TA at Hovingham</li> <li>• The situation of neighbouring schools and the impact this could have on the federation</li> </ul>	
FG/18/012	<p><b>Policies</b></p> <p><u>Recruitment Policy</u>  <i>[The policy had been circulated with the agenda]</i></p> <p><u>Substance Misuse Policy</u>  <i>[The policy had been circulated with the agenda]</i>  <b>Q. Why have legal highs been highlighted in this policy?</b>  <b>A. It indicates an amendment from last year.</b></p>	

	<p><u>Work Experience Policy</u> <i>[The policy had been circulated with the agenda]</i></p> <p><u>Health &amp; Safety Policy</u> <i>[The policy had been circulated with the agenda]</i></p> <p><u>School Medical Policy</u> <i>[The policy had been circulated with the agenda]</i></p> <p><b>Governors APPROVED all five policies</b> Proposed: J Senior Seconded: J Richardson</p>	
FG/18/013	<p><b><u>Safeguarding</u></b> <u>Annual Safeguarding Report</u> <i>[The report had been circulated with the agenda]</i> The Head explained that the report was a reflection on the safeguarding requirements for school staff and indicated where staff had updated their training in the area. The Clerk would investigate the latest safeguarding training requirements for governors.</p> <p><u>Keeping Children Safe in Education</u> It was noted that all governors had read the document and had signed to confirm this.</p>	Clerk
FG/18/014	<p><b><u>Health &amp; Safety</u></b> <u>Health &amp; Safety Inspection Reports</u> <i>[Reports for both schools had been circulated with the agenda]</i> The Head reported that Wayne Thickett (NYCC Health &amp; Safety Risk Assessor) had visited both schools in November. Clarification was still needed on the necessity for staff at St Hilda's to carry out further First Aid training [item 11.2]. Governors were advised that this would involve a member of staff spending a number of days out of school so should be avoided if not statutory. Governors were assured that staff did have first aid training already and that the additional training would be specifically about first aid at work. The report for Hovingham indicated a number of actions, all of which had been addressed before Christmas.</p>	
FG/18/015	<p><b><u>Governing Body Business</u></b> <u>Code of Conduct</u> The Governing Body Code of Conduct was circulated to collect signatures from any governors who had not yet signed.</p>	
FG/18/016	<p><b><u>Monitoring visits</u></b> Governors were asked to liaise with subject leaders in order to carry out visits. It was suggested that they look into the Talk for Writing initiative and receive an update from C Martindale regarding the White Rose Assessment and other initiatives. A Reid would meet with the Head to gain an insight into Collective Worship.</p>	AR

FG/18/017	<p><b><u>Governor training</u></b>  The Clerk would circulate a skills audit for governors to complete and return to the School Business Manager. This would help to identify training needs. Governors were advised that the next GSINs meetings would take place on January 29<sup>th</sup> and February 8<sup>th</sup>. The Chairman would circulate details of relevant NYCC training.  Governors were reminded that the Dioceses offered a number of training courses. A Reid had booked onto one of these courses.</p>	Clerk MW
FG/18/018	<p><b><u>Urgent Other Business</u></b>  <u>School Residential</u>  <b>Governors unanimously APPROVED for Y4 and Y6 to visit Edinburgh in March</b> along with pupils from Gillamore School. The children would be accompanied by the Head and Mrs Martindale.</p> <p><u>Swimming Lessons</u>  The Head proposed that swimming lessons be made available only to Class 2 at St Hilda's, rather than all children in the school. This decision was based on an increase in pupil numbers and the associated transport and logistical challenges. Governors were reminded that, as it was part of the curriculum, swimming would not be funded by Sports Premium funding.  Transport to the pool was being provided by Ampleforth College. There were currently 9 children in Y1 and Y2.  Governors went on to discuss the issue and raised the following points:</p> <ul style="list-style-type: none"> <li>• Ampleforth College could be approached to explore the possibility of extra minibus journeys to accommodate the extra children.</li> <li>• Swimming was a useful life skill in itself but the lessons also taught children to dress and organise themselves.</li> <li>• Swimming at Hovingham School was only open to children from Y3-Y6. The provision of swimming in other schools varied.</li> <li>• There had been a recent reduction in clubs available to children at St Hilda's in comparison to Hovingham. The Head explained that this was due to dwindling numbers attending badminton and that the balance would be redressed later in the year.</li> <li>• In the absence of swimming throughout the school, it would be a good idea to offer alternative activities outside the classroom, both for the children and as a way to continue to raise the profile of the school in a competitive climate.</li> </ul> <p><b>The majority of governors AGREED to reduce the swimming provision to KS2 only.</b> One governor felt strongly about the issue and did not agree.</p> <p><u>Website</u>  It was noted that there was an incorrect date on the school website. R Bell would contact the Head with details.</p>	RB
FG/18/019	<p><b><u>Matters for celebration</u></b></p> <ul style="list-style-type: none"> <li>• A positive Headteacher appraisal</li> <li>• Successful Christingle and school nativity plays</li> <li>• Excellent behaviour during a recent school trip to see a pantomime.</li> </ul>	
FG/18/020	<p><b><u>Items for inclusion on the next agenda</u></b></p> <ul style="list-style-type: none"> <li>• No items were identified during the meeting</li> </ul>	

FG/18/021	<p><b>Date and time of the next meeting</b>  26<sup>th</sup> February 2018, 5.30pm, St Hilda's  J Conacher and M Boothroyd gave apologies.  <i>[It was later agreed that this meeting would be cancelled and the next meeting would therefore be held on 19<sup>th</sup> March 2018 at Hovingham]</i></p>	
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Meeting ended at 7.30pm

<b>Impact Statements</b>
Received Headteacher report and asked questions about data, pupil numbers and clubs.
Identified a new member for the Vision and Values Group
Approved the revised budget and SFVS
Approved five policies

### Actions

Item ref	Action	Timeframe	Name
FG/18/010	Liaise with JP regarding appropriate person to carry out an audit of school fund		MB
FG/18/013	Report to governors on required safeguarding training		Clerk
FG/18/016	Meet to discuss Collective Worship		AR/JP
FG/18/017	Circulate skills audit		Clerk
FG/18/017	Circulate details of NYCC training		MW

The following acronyms may have been used throughout the minutes:

ARE: Age Related Expectations	ASP: Analyse School Performance
EOY: End Of Year	EVA: Esk Valley Alliance
EYFS: Early Years Foundation Stage	FFT: Fisher Family Trust
FGB: Full Governing Body	FTE: Full Time Equivalent
GSINs: Governors School Improvement Network meetings	KS1: Key Stage One
MSL: Maths Subject Leader	KS2: Key Stage Two
PAN: Published Admission Number	NQT: Newly Qualified Teacher
RI: Requires Improvement	RAG: Red, amber, green
ROV: Record of Visit	RIG: Rapid Improvement Group
SDP: School Development Plan	SBM: School Business Manager
SEN: Special Educational Needs	SEF: Self-Evaluation Form
SFVS: Schools Financial Value Standard	SENCo: Special Educational Needs Coordinator
SIA: School Improvement Advisor	SIAMS: Statutory Inspection of Anglican & Methodist Schools