

**Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation**  
**Minutes of a meeting of the Full Governing Body of the Federation**  
**Monday 11<sup>th</sup> March 2019, Hovingham**

**Present:**        **Clare Almond** (Vice Chair)                                **Martyn Boothroyd**  
                       **Jayne Conacher**    **Victoria Forrester** (Chair)  
                       **Rosalind Garnish**    **Lynn Lealman**  
                       **James Pynn** (Head)    **Jane Richardson**  
                       **Johanna Senior**    **Frances Standen**

**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/19/019	<b><u>Welcome</u></b> The Chair welcomed governors, and in particular the new parent governor, Frances Standen. Governors introduced themselves. The Chair said a prayer.	
FG/19/020	<b><u>Apologies for absence</u></b> A Reid sent apologies due to family commitments. <b>Governors consented to this apology.</b> Governors were reminded that Rachel Bell would not attend due to maternity leave.	
FG/19/021	<b><u>Declaration of Interest &amp; Items of Confidentiality</u></b> There were no declarations of interest made. It was decided that items of confidential would be decided throughout the meeting.	
FG/19/022	<b><u>Notification of urgent other business</u></b> Governors agreed to discuss two points of business at the end of the meeting - Village Hall Committee - Contact details	
FG/19/023	<b><u>Public minutes of the meeting held on 21<sup>st</sup> January 2019</u></b> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on 21 <sup>st</sup> January. <b>The minutes were unanimously agreed as a correct record and duly signed and dated to this effect.</b> Proposed: J Conacher Seconded: M Boothroyd  <i>[Confidential minutes were tabled at the meeting]</i> Governors scrutinised the confidential minutes from the FGB meeting held on 21 <sup>st</sup> January.	

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

	<p><b>The minutes were unanimously agreed as a correct record and duly signed and dated to this effect.</b>  Proposed: J Senior  Seconded: M Boothroyd</p>	
FG/19/024	<p><b><u>Matters arising from the previous minutes</u></b>  <u>Training (FG/19/006)</u>  The Clerk had contacted governors regarding training certificates. The Clerk would forward details of required training to F Standen.</p> <p><u>Governance (FG/19/007)</u>  The Chair would follow up on an email to Catherine Reid inviting her to become an Associate governor.</p> <p><u>School motto (FG/19/008)</u>  The motto for both schools was now 'Where Everything Grows'. This had been put onto the Vision and Values pages of both school website and would be shared with parents via the school newsletter.</p> <p><u>Vision and Values (FG/19/013)</u>  M Boothroyd and J Pynn had met to discuss Vision and Values. It was noted that the Stonewall training recently undertaken by the Head would be discussed at another time in context with the RSE policy.</p> <p><u>Safeguarding (FG/19/014)</u>  The Chair and M Boothroyd would set a date to scrutinise the Safeguarding Audit.  The Head confirmed that Michelle Carter had completed relevant training so would be in a position to deal with any safeguarding issues in the absence of himself and Faye Dodds-Aston, as per the Deputy Designated Safeguarding role. If all three teachers were off-site, Georgie Metcalff, Headteacher of Slingsby would be able to provide cover. This arrangement would be reciprocated.</p> <p>It was noted that all other actions had been completed.</p>	<p>Clerk</p> <p>VF</p> <p>VF/MB</p>
FG/19/025	<p><b><u>Governing Body Business</u></b>  <u>Staff governor</u>  The Head reported that he had not yet received any expression of interest in the role. He suggested that governors approach staff and that the role could be considered on a termly basis. It was noted that the pool of available staff was not very large. L Lealman explained that she had spoken with some staff, highlighting the value of being a governor.  J Conacher would approach staff.</p> <p><u>Terms of office</u>  It was noted that L Lealman's terms of office would come to an end on 31<sup>st</sup> March leaving a co-opted governor vacancy. The Clerk would send details of SGOSS to the Chair.  It was noted that J Conacher's terms of office would come to an end on 31<sup>st</sup> March. The Clerk would clarify when elections could take place and would liaise with the School Business Manager.</p>	<p>JC</p> <p>Clerk</p> <p>Clerk</p>

	<p><u>SATs week</u> Governors were informed that SATs would take place between Monday 13<sup>th</sup> and Thursday 16<sup>th</sup> May and that they would be held at St Hilda's Village Hall. Governors volunteered to invigilate:</p> <ul style="list-style-type: none"> <li>• Monday: V Forrester</li> <li>• Tuesday: M Boothroyd</li> <li>• Wednesday: C Almond</li> <li>• Thursday: J Conacher</li> </ul> <p>All tests would take place between 9.30 and 11.00.</p> <p><u>Foundation governor</u> The Clerk clarified that governors were not in a position to accept or reject those appointed by the diocese to the role of Foundation governor. This clarification was required simply to correct the wording of the minutes [FG/18/142].</p>	
FG/19/026	<p><b><u>Headteacher updates (Core Function – Educational Performance)</u></b> <b><u>Diocese Schools Advisor visit to both schools</u></b> <i>[Reports had been circulated with the previous agenda]</i> Governors were advised that Heather Rattenberry, Schools Advisor from the Diocese had been scheduled to visit both schools twice. The first of these visits had taken place [FG/19/008] and the second visits would see H Rattenberry in the role of Critical Friend as part of preparation for SIAMS inspections. It was anticipated that St Hilda's would be inspected by SIAMS in 2021 and Hovingham, in 2022. <i>[Actions document tabled at the meeting]</i> The Head gave updates on actions agreed during the visits:</p> <p><i>St Hilda's</i></p> <ul style="list-style-type: none"> <li>• The SEF was being continually updated. A version would be sent to H Rattenberry before the second visits.</li> <li>• A link to the Mental Health document had been added to the report.</li> <li>• A date would be set for H Rattenberry to hold a staff meeting on reflective spaces and prayer.</li> <li>• The shared vision had been discussed with governors.</li> <li>• The Head asked governors whether they had any contact with another country or Christian Church. J Conacher replied that she had some Baptist friends in the USA. She would liaise with the Head about this.</li> </ul> <p><i>Hovingham</i></p> <ul style="list-style-type: none"> <li>• As above, the SEF was being continually updated. A version would be sent to H Rattenberry before the second visits.</li> <li>• Resources to support using the church building had been received and circulated.</li> <li>• These resources had been shared with the Vision and Values Committee and with the Worship Group.</li> <li>• Link governor, M Boothroyd had met with the Head to discuss roles. It had been agreed that M Boothroyd would be link governor for RE and A Reid would be link governor for Collective Worship.</li> <li>• H Rattenberry and the Head would liaise on monitoring activities in preparation for the second visit. It was noted that these visits would take the form of a tour of the school, pupil voice and possibly meetings with link governors.</li> <li>• H Rattenberry had provided a link for the interactive stories mentioned in the report.</li> </ul> <p>M Boothroyd noted that Rev Martin Allwood would like to be involved in taking children around the church building. The Head would liaise with Rev Allwood.</p>	<p>JC</p> <p>JP</p>

LA School Improvement Advisor visit to Hovingham

*[Report had been circulated with the agenda]*

Governors were advised that a similar visit would take place at St Hilda's in April. The gap between visits was due to a peer review that had taken place there before half term.

**Q. The Recommended Support, Intervention and Development section of the report mentions Mastery of Mathematics in Mixed Age Classes, but the course was over before this visit took place. Will further support be made available?**

**A. The School Improvement Advisor is part of a traded service so they have a list of items they would like schools to buy into. In terms of Maths Mastery, Amy did this last academic year and I am doing some training in this along with Daisy. Carla has also done some of this as part of a subject leader network meeting, which was followed up by a staff meeting. So, I think we have done a lot of this.**

**Q. It was pulled out that mixed-age teaching was not good enough. Is this a cause for concern?**

**A. The report shows what the SIA saw on the day. She is a trained Ofsted inspector. There is a constant raising of expectations and managing mixed-age classes is a challenge, but you have to work with the cards you're dealt, and it could be much harder if the classes were bigger. I'm not being unsympathetic, but we've got to make it work. I've seen it managed better [than the day of the visit] but it is difficult.**

**Q. The report picked out some of the things that Ofsted had alluded to with some more detail, for example providing challenge for the more able pupils. Have you done anything about this since the Ofsted inspection?**

**A. Yes, definitely. We've had network meetings, staff meetings, book scrutinies, drop-in observations and there is lots of evidence of it happening but on the day, it was not all of the children all of the time. All of these issues have been raised with staff.**

**Q. [There was a mention of phonics in the report] This could be addressed by parents reading to their children at home. I know I get picked up by my children for pronouncing letters phonically incorrectly. Could there be something with parents to help with educating beyond school?**

**A. Yes, you're right and last academic year Michelle did a phonics workshop [for parents] but we had the age-old problem of attendance and those who did attend weren't necessarily those that we were trying to target. I am conscious that people have different commitments.  
Comment: It is very important – perhaps we could try and engage new parents as early as possible.**

**Q. Could we invite parents to watch a phonics lesson taking place?**

**A. That's a good idea.**

**Q. Some time ago, I passed on some positive feedback to a member of staff and they commented that it was welcome because they were always being told what they were doing wrong. Do you think there is enough positive affirmation for staff?**

**A. Yes there is but we need to be striking a balance and we can't be too complacent with the new Ofsted framework. There is an impact on staff**

***morale, not just here but across the country but we do need to strive to be the best we can be.***

Ofsted Framework

*[Paper had been circulated with the agenda]*

The Head explained that the document had been written by Third Space Learning, provider of maths interventions that were being used by the school. He felt that it gave a helpful and succinct explanation of the new direction that Ofsted was taking.

The new framework would take into account Intent, Implementation and Impact and the Head had spent a morning with others in the Howardian Alliance unpicking what these meant. Training had indicated that Ofsted would be likely to be aware that most schools will have some way to go with these three key areas. The Head had suggested half-termly team meetings with subject heads in order to focus on the framework and this proposal had been met very positively by staff.

***Q. Will this new framework require working differently or presenting things differently?***

***A. It's partly about learning the language and about certain drivers behind the curriculum. We are trying to ensure consistency across the subjects and this can be challenging, especially considering the budget so it's about being smart. Subject leaders will need to be clear about demonstrating impact and these half-termly meeting will make sure we're singing from the same hymn sheet.***

The Head went on to explain that there would be changes to what had been known as 'behaviour' in that it would be split into behaviour, attitude and personal development. There would be a different focus for Leadership and Management and Ofsted would be concentrating more on EYFS, Y2 and Y6 where they could confidently monitor the results of external testing.

The framework was currently going through consultation.

There was still an expectation that Ofsted would come into the school on the day before an inspection.

The Head encouraged all governors, particularly subject link governors to familiarise themselves with the new framework.

All

***Q. How long will inspections take?***

***A. Two-day inspections are being referenced [it is in consultation at the moment]. There has been a feeling that one day isn't long enough and there is a need for consistency.***

It was noted that if the consultation was accepted, inspectors would be in schools for two and a half days.

***A. No.***

***Q. When do you think we're likely to be inspected next?***

***A. I would say that St. Hilda's in on the cusp and is entering that window, partly because EYFS has been judged to be RI.***

CONFIDENTIAL MINUTE

***Q. Did the recent peer review take the new framework into consideration?***

***A. No, that's based on an existing document. It's slightly different anyway.***

***Q. Ofsted seems to be looking at a broader curriculum. What was the focus of the peer review?***

***A. The focus was quite narrow – English and Maths and Early Years. It was a one-day visit with two Headteachers involving observations,***

	<p><b>behaviour observation and conversations with the Literacy subject leaders and myself. They also looked at Collective Worship, pupil voice etc.</b></p> <p><b>Q. Would you like more from governors in terms of more link governor visits?</b></p> <p><b>A. I think that one or two FGB meetings a term could be an opportunity to celebrate a particular subject with some examples of artwork, RE work...that sort of thing. All subjects are now covered in the SDP.</b></p> <p><b>Q. Will reporting [of Ofsted inspections] be the same?</b></p> <p><b>A. We will still have the headline ‘Outstanding’, ‘Good’ etc but there will be some different elements. [The document outlines proposed gradings].</b></p> <p><u>School uniform</u></p> <p>The Head explained that current guidance about school uniform made no mention of make-up. He had become aware that some girls in one of the schools were starting to wear more make up and although pupil self-image was important, this was something that was unlikely to be tolerated in secondary school and there could be a potential safeguarding angle if girls were making themselves look older that they really were.</p> <p><b>Q. Do we have guidelines about jewellery?</b></p> <p><b>A. Yes, we do.</b></p> <p><b>Q. Do we have anything about the length of skirts?</b></p> <p><b>A. No.</b></p> <p>Governors had been directed to another school website which had very clear wording about make-up not begin permitted under any circumstances.</p> <p><b>Governors agreed that the schools should not allow pupils to wear make-up.</b></p> <p>There followed a conversation about appropriate skirt length and other related issues, during which the following points were raised:</p> <ul style="list-style-type: none"> <li>• Parents sometimes struggled to find skirts to fit children of different shapes and sizes.</li> <li>• There was still some uncertainty about the requirements for logos on jumpers.</li> <li>• A second-hand uniform exchange had been attempted in the past. Something similar arranged by the school with unclaimed uniform was suggested.</li> <li>• The Head would consider a mobile phone policy. It is currently made clear that mobile phones are not allowed in school.</li> </ul> <p>The Head would seek advice about these issues from other settings.</p>	JP
FG/19/027	<p><b><u>School Development Plan (Core Function – Strategic Direction)</u></b></p> <p>Governors were advised that this would be deferred until the next meeting as many elements of the plan relied on data. There had been updates including SRE training, RE training and PE training using Pupil Premium funding.</p>	Agenda
FG/19/028	<p><b><u>Finance &amp; Premises (Core Function – Financial Oversight)</u></b></p> <p><i>[Budget summary had been circulated with the agenda]</i></p> <p>The document showed that at the end of 2018/19 (April 2019), the Federation would have a balance of approximately £11K. The year had started in deficit so it was noted that this was a good achievement.</p> <p>CONFIDENTIAL MINUTE</p>	

	<p><b>SFVS</b> Governors were reminded that this annual document, outlining the way the school operated in financial terms, was due to be submitted at the end of the month.</p> <p><b>Governors approved the SFVS</b> Proposed: M Boothroyd Seconded: J Conacher</p>	
FG/19/029	<p><b>Rapid Improvement Group</b> The Chair reported that RIG had met in February and had discussed the following:</p> <ul style="list-style-type: none"> <li>• Base leaders: looking at who would be cover the role of the Head if he were off-site. This was about establishing clarity of expectations and identifying who to refer to in all situations.</li> <li>• Door security at Hovingham: Concerns had been raised about staff being unable to see who was waiting to come into the school. A camera had been in place for some time, but it was not always clear as visitors did not always stand within view. Notices had been put on the door to instruct visitors to look clearly at the camera and staff had been advised to not answer the door until they were sure.</li> <li>• Recruitment for maternity cover: Two high level candidates had withdrawn their applications. <b>Q. Why did they withdraw?</b> <b>A. There was no reason given but there are a lot of vacancies at the moment.</b> <b>Q. When will the new advert go out?</b> <b>A. If it hasn't gone out today, it will be tomorrow. We aim to have recruited before Easter.</b></li> <li>• Academisation: The Vice Chair had carried out some research into this, but the Chair explained that it was not something that the school was currently pursuing.</li> </ul>	
FG/19/030	<p><b>Monitoring Visits</b> M Boothroyd had carried out a literacy visit with F Dodds-Aston and would complete his report. V Forrester and M Boothroyd would arrange to meet to discuss the Safeguarding Audit.</p> <p><i>As previously arranged, M Boothroyd and R Garnish left the meeting at 7pm</i></p>	<p>MB VF/MB</p>
FG/19/031	<p><b>Health &amp; Safety and Safeguarding</b> <u>Health and Safety Reports</u> <i>[Reports had been circulated with the agenda]</i> The Head explained that the roof to the playhouse in the EYFS area at Hovingham had been inspected by the Property Maintenance Manager but had not yet been replaced and that there were no loose blind cords in the school. At St Hilda's, issues relating to extension cables had been resolved, the handrail would be replaced in April, the fire blanket in nursery would be repositioned, and the local authority had paid for the kitchen window to be repaired.</p> <p><u>Safeguarding</u> <i>[Safeguarding audit for St Hilda's had been circulated with the agenda]</i> It was noted that this needed to be ratified by the 29<sup>th</sup> March.</p>	

	<p><b>Governors agreed to approve the Safeguarding audit for St Hilda's, subject to scrutiny by V Forrester and M Boothroyd.</b></p> <p>The Head reported that there was no Safeguarding Board or Prevention involvement at either school.</p>	
FG/19/032	<p><b><u>Policies</u></b>  <i>[All policies had been circulated with the agenda]</i></p> <p><b><u>Child Protection</u></b>  This NYCC policy had a minor change in wording.</p> <p><b><u>Whistleblowing</u></b>  This NYCC policy required a date change only.</p> <p><b><u>Continuous Service</u></b>  This NYCC policy required a date change only.</p> <p><b><u>Reorganisation, Redundancy and Redeployment</u></b>  This NYCC policy required a date change only.</p> <p><b><u>Parental Leave</u></b>  This NYCC policy required a date change only.</p> <p><b><u>Complaints</u></b>  NYCC had retired their current policy as a response to guidance from the DfE in January 2019. The Head had completed optional references to timeframes. It was noted that some schools had chosen to adopt a policy from the NAHT Union.  The Chair recommended that governors adopt the NYCC policy to ensure continuity in the event of support from them. It was noted that the Head had added clarification regarding school days and working days and this was welcomed.</p> <p><b><u>Unreasonable Complaints</u></b>  This was another model from the DfE.</p> <p><b><u>Code of Conduct</u></b>  This NYCC draft policy had been personalised to fit the purpose of the schools. As part of the process, the Head had consulted with staff and had received feedback about restrictive physical intervention from teaching staff and data from admin staff. The Head had raised with NYCC the fact that restrictive physical intervention made up part of the policy but that they did not offer any training in the area.  <b><i>Q. Is there something in Educare about this?</i></b>  <b><i>A. It needs to be more practical.</i></b>  <b><i>Q. Do we have a policy on restrictive physical intervention?</i></b>  <b><i>A. We do but some staff training for new staff is required.</i></b></p> <p><b><u>Relationships and Sex Education</u></b>  The Head explained that having attended NYCC training, he had worked on this policy with the Head of Slingsby Primary. This training had indicated what should be included in the policy.  The Head asked for the policy to be deferred to the next meeting.</p>	Agenda

	<p><b>Governors agreed to continue with the current policy until the next meeting.</b></p> <p><b>Governors agreed to adopt all policies with the exception of RSE.</b>  Proposed: J Conacher  Seconded: C Almond</p>	
FG/19/033	<p><b><u>Governor Training</u></b>  The Clerk would resend a list of NYCC training.  The Chair reminded governors that there were training packages available to them on Educare.</p>	Clerk
FG/19/034	<p><b><u>Any Other Business</u></b>  <u>Village Hall</u>  The Chair explained that the Village Hall Committee had asked for a representative from the school as one of their regular users.  The Chair would contact the Committee Chair and attend their next meeting. She would also liaise with the School Business Manager about opening the request up to parents.</p> <p><u>Governor contact details</u>  The Clerk asked governors to check and update their contact details for her use.</p> <p>CONFIDENTIAL MINUTE</p> <p><u>Lynn Lealman</u>  The Head and Chair both thanked Lynn Lealman for all her work as governor over many years.</p>	
FG/19/035	<p><b><u>Matters for celebration</u></b></p> <ul style="list-style-type: none"> <li>• Y3 and Y4 had taken part in a bench-ball activity.</li> <li>• The Head had spent time in the classrooms and had seen a wide range of curriculum activity.</li> <li>• The children had enjoyed dressing up for the annual World Book Day celebration.</li> <li>• Fundraising events had taken place at both schools in support of Freddie's Fight.</li> </ul>	
FG/19/036	<p><b><u>Matters for inclusion on the next agenda</u></b></p> <ul style="list-style-type: none"> <li>• RSE policy</li> <li>• SDP</li> <li>• Safeguarding audit</li> <li>• Start budget</li> </ul>	
FG/19/037	<p><b><u>Date and venue of next meeting</u></b>  13<sup>th</sup> May, St Hilda's  J Richardson gave her apologies for the meeting in May due to a pre-arranged holiday.</p>	

*Meeting ended at 7.25 pm*

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

<b>Impact Statements</b>
Governors received and asked questions about a visit from the Local Authority School Improvement Advisor
Governors discussed the potential impact of the new Ofsted Framework
Governors agreed that the schools should clarify aspects of the uniform guidance
Governors approved the SFVS
Governors approved the Safeguarding Audit subject to further scrutiny by the Chair and another governor
Governors approved eight policies

<b>Actions</b>			
<b>Item ref</b>	<b>Action</b>	<b>Timeframe</b>	<b>Name</b>
FG/19/024	Send training details to new governor		Clerk
FG/19/024	Follow up contact with Catherine Reid		VF
FG/19/024	Set date to scrutinise Safeguarding Audit	ASAP	VF/MB
FG/19/025	Approach staff about staff governor vacancy		JC
FG/19/025	Send details of SGOSS to the Chair		Clerk
FG/19/025	Liaise with the SBM re parent governor elections		Clerk
FG/19/026	Liaise with Head about American Baptist contact		JC
FG/19/026	Discuss church building resources with Rev Martin Allwood		JP
FG/19/026	Become more familiar with new Ofsted framework		All
FG/19/026	Look at school uniform policies of other settings		JP
FG/19/030	Submit literacy visit report		MB
FG/19/033	Resend NYCC training information		Clerk

The following acronyms may have been used throughout the minutes:

- |   |  |
|---|--|
| <b>ARE:</b> Age Related Expectations                        | <b>EHCAR:</b> Education Health and Care Assessment Request         |
| <b>EOY:</b> End Of Year                                     | <b>EVA:</b> Esk Valley Alliance                                    |
| <b>EYFS:</b> Early Years Foundation Stage                   | <b>FGB:</b> Full Governing Body                                    |
| <b>GSINs:</b> Governors School Improvement Network meetings |  |
| <b>KS1:</b> Key Stage One                                   | <b>KS2:</b> Key Stage Two  |
| <b>MSL:</b> Maths Subject Leader                            | <b>NYCC:</b> North Yorkshire County Council                        |
| <b>NAHT:</b> National Association of Head Teachers          |  |
| <b>NQT:</b> Newly Qualified Teacher                         | <b>RI:</b> Requires Improvement                                    |
| <b>RIG:</b> Rapid Improvement Group                         | <b>ROV:</b> Record of Visit  |
| <b>RSE:</b> Relationship and Sex Education                  | <b>SBM:</b> School Business Manager                                |
| <b>SDP:</b> School Development Plan                         | <b>SEF:</b> Self Evaluation Form                                   |
| <b>SEN:</b> Special Educational Needs                       | <b>SENC<sub>o</sub>:</b> Special Educational Needs Coordinator     |
| <b>SFVS:</b> Schools Financial Value Standard               | <b>SGOSS:</b> School Governors' One Stop Shop                      |
| <b>SIA:</b> School Improvement Advisor                      | <b>SIAMS:</b> Statutory Inspection of Anglican & Methodist Schools |