

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation

Minutes of a meeting of the Full Governing Body of the Federation
 Monday 4th June, Hovingham

Present: Clare Almond Martyn Boothroyd
 Julie Caddy Jayne Conacher
 Victoria Forrester (Vice Chairman) Andrew Reid
 James Pynn (Head) Jane Richardson
 Johanna Senior Mark Wilson (Chairman)

In Attendance: Helen Lowdell (Clerk)

Core functions
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/18/059	Welcome The Chairman welcomed governors. A prayer was said by M Wilson.	
FG/18/060	Apologies for absence L Lealman sent apologies due to family commitments. R Bell sent apologies due to family commitments. Governors consented to these apologies. <i>[Associate governor R Garnish had sent apologies due to family commitments]</i>	
FG/18/061	Declaration of interest and items of confidentiality There were no declarations of interest. It was decided that no items should be treated as confidential.	
FG/18/062	Urgent other business Governors agreed to discuss succession planning at the end of the meeting [FG/18/073].	
FG/18/063	Minutes of the meeting held on 14th May <i>[Public minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the meeting held on 14 th May. The minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: M Boothroyd Seconded: J Senior <i>[Confidential minutes were tabled at the meeting]</i> Governors scrutinised the confidential minutes of the meeting held on 14 th May. The Minutes were unanimously agreed as a correct record and duly	

	<p>signed and dated to this effect. Proposed: M Boothroyd Seconded: V Forrester</p>	
FG/18/064	<p><u>Matters arising from the public minutes</u> <u>[FG/18/046] Skills audit</u> The Head believed that the skills audit had been forwarded to R Bell. It was noted that there were still a number of skills audits that had not been returned. The Clerk would resend the audit to governors.</p> <p><u>[FG/18/051] Performance management</u> A meeting would be held Friday 8th June for the Head's interim performance management</p> <p>It was confirmed that all other actions had been completed.</p> <p><u>Meeting with Andrew Smith</u> M Boothroyd had circulate possible dates for a meeting with Andrew Smith from the Diocese. The two most likely dates were June 11th and July 18th. M Boothroyd would arrange the meeting and inform governors of the details.</p>	<p>Clerk</p> <p>MB</p>
FG/18/065	<p><u>Headteacher updates</u> (Core Function – Educational Performance) <u>Cluster communication</u> <i>[A list of communications had been circulated with the agenda]</i> Governors were encouraged to give feedback about whether this type of information was useful for them. Governors admitted that they struggled to know what on the list should be considered a priority for them and the Head explained that the list was designed to give them the opportunity to find out more if they wished.</p> <p><i>Q. What is happening with the pet service? Last year we had the service at Hovingham and it was very successful so I think it would be good to show some support to Slingsby [where the service would be held this year].</i></p> <p><i>A. The service has been promoted in Slingsby School's newsletter. I approached the Friends of Hovingham School about providing refreshments but they did not feel they had capacity to do this. The Head of Slingsby would appreciate some refreshments donations from parents. Comment: I think church and chapel are providing refreshments and I'm sure additional items would be appreciated.</i></p> <p>The Chairman noted that the British Legion would be holding an event in Hovingham to commemorate the centenary of the end of WW1. Staff would meet with a representative of the Legion to discuss ways for the school to get involved. Governors agreed that it was important for the school to be part of the event.</p> <p><i>Comment: In the past, Class 1 children have made poppy wreaths. We would be delighted to take part.</i></p> <p>J Conacher would circulate information regarding an Armistice project called 'There but Not There'.</p> <p><i>Q. Are the British Legion providing education packs?</i></p> <p><i>A. Yes, they have packs that are updated on an annual basis and can be sourced on their website.</i></p> <p><i>Q. Has the Climbing Wall event been re-arranged?</i></p> <p><i>A. We're in the process of identifying a date.</i></p>	<p>JCo</p>

	<p>Q. Has the Y6 PSHE event been re-scheduled? A. Yes. Q. Do you have an idea of how many pupils will be transferring to St Hilda's? A. Yes, we have one reception and one Y5 pupil. It was noted that a Worship Group meeting would take place on Wednesday 13th June and it was hoped that more people would become involved. Q. Is the STEM centre training for the EYFS lead? A. This is a two-day training course for Amy at St Hilda's. The training costs £500 and there is a £700 bursary to cover supply. We are also doing a Maths Mastery course, which would again bring in funding for supply. We are looking at really high quality, creative staff training.</p> <p><u>SATs</u> The Head expressed gratitude to all the governors who assisted in the SATs tests this year. Governors were informed that an LA monitoring visit on the Thursday of that week had been very thorough in checking procedures. A Record of Visit had been received that morning and feedback had indicated that everything was in order.</p> <p><u>Staffing at St Hilda's</u> The Head thanked R Garnish for joining him and Faye Dodds-Aston in interviewing for the post of Y1/Y2 teacher at St Hilda's. Daisy Dunning would start at the school in September. From that point, Amy Kirk would teach Nursery and Reception in the morning while D Dunning took Y1 and Y2. In the afternoons both teachers would work with R-Y2. The Head reported that D Dunning had interviewed strongly and that he had received very positive recommendations. The shortlist had consisted of five potential candidates and two had been selected for interview. The other candidate had pulled out prior to interview but the panel had been certain that D Dunning would be suitable for the post. An interview would take place on Thursday 7th June for the role of TA at St Hilda's to support existing TAs with new and current pupils requiring additional support. Two high quality candidates had been selected for interview.</p> <p>The Chairman thanked the Head for some very positive updates.</p>	
FG/18/066	<p>School Development Plan (Core function – Strategic direction) Governors were advised that the school was working towards milestones and that the SDP would be discussed in detail at the next FGB meeting.</p>	Agenda
FG/18/067	<p>Finance and Premises (Core function – Financial oversight) <u>Sports Premium</u> <i>[Sport Premium document had been circulated with the agenda]</i> Governors were advised that the document was a DfE proforma and that it had been recommended that it go on the website. Governors were informed that the schools had not been selected to receive funded cycling proficiency from Bikability for Y6 pupils as NYCC was now targeting schools with the most need. Comment: I think it's very important. If we have no joy from NYCC, lets explore alternatives. It's surprising that funds are not being made available given the amount of cycling that is being promoted in the county with events like the Tour de Yorkshire. Q. Do you know what the take-up would be? A. I think we would offer it to all Y5 and Y6 pupils. It's not really an issue</p>	

of funding, it's more about finding a suitable provider.

Later in the meeting, the Head was able to confirm that the Bikeability would cost £46 per head with a minimum cost of £250 and that the school would have to wait for approval before spending Sports Premium funding on the scheme. Governors agreed that spending £46 per head (a total of £552 for 12 Y5 & Y6 pupils) was a good use of Sports Premium funds.

Governors proposed that the idea be explored further with serious consideration to apply for the scheme.

Proposed: V Forrester

Seconded: J Richardson

Q. Have you a list of five sports activities to broaden the scope of the offer?

A. Yes: climbing wall, archery, dance, circus skills and a visit from an Olympian.

Q. Are the children taking part in 30 minutes of activity per day?

A. I have met with staff to discuss how to make this work.

Comment: It looks as though on 66% of Y6 children at St Hilda's are able to swim 25m. This is not hitting the National Curriculum target.

Q. What is the current swimming provision?

A. There is a block of sessions over a half term in Spring. I am looking to move the slot to another time of year and to move to afternoons as it is currently cutting into English and Maths time in the mornings. Moving English and Maths to the afternoons would not be viable as we only have a TA in the mornings. Swimming is for the junior class [Y3-Y6] so across their time in juniors, children get 20 sessions of swimming.

The Head pointed out that this compared favourably with other schools.

There followed an in-depth discussion about swimming and some of the reasons why not all children were achieving.

Q. If the school were to be assessed on this, to what degree would they look at the outcome and to what extent would they focus on the provision?

A. They would look at what the figure is and see what we have done to address it.

Governors suggested the following:

- Liaise with parents about their child attending a crash course during a school holiday, perhaps using Pupil Premium if required.
- Using Sports Premium funding for additional sessions, although this would be difficult to timetable.
- Setting up an after school swimming club, although this would require staffing and there would be difficulty in booking space at the pool.
- Promoting the value of swimming.
- Junior life-saving course.

Governors agreed to use the newsletter to promote swimming to parents.

School dinners

[Papers were tabled at the meeting]

Governors were advised that the cost of school dinners to St Hilda's would be £2.29 per meal, based on 19 meals per day. This would mean the cook working for 10 hours per week and the cost reflected the fact that meals were being cooked for the neighbouring school at the same time. This would suggest that the cost to parents should stay at £2.30.

School dinners at Hovingham would cost the school £2.59 per day despite the

	<p>fact that only £2.30 would be received for each meal for children in Reception – Y2. This costing was based on 33 meals being prepared although it was not expected that 33 children would take school dinners, resulting in more of the lost to the budget.</p> <p>CONFIDENTIAL MINUTE</p> <p>Q. Is there an option to share the cost across both schools?</p> <p>A. I did think about it but I don't think that would be the right thing to do.</p> <p>Q. Are we obliged to provide school meals?</p> <p>A. I believe so.</p> <p>Governors agreed that the cost of school dinners at Hovingham should rise to £2.60 and should remain at £2.30 at St Hilda's.</p> <p>Proposed: M Wilson</p> <p>Seconded: V Forrester</p> <p>Governors would keep the matter under review.</p>	
FG/18/068	<p>Rapid Improvement Group</p> <p>RIG had not met since the last FGB meeting. They would meet before the next meeting in July.</p>	
FG/18/069	<p>Policies <i>[Policies had been circulated with the agenda]</i></p> <p><u>Governor Expenses</u> Governors agreed that the following wording should be used in the policy: 'It was agreed that governors would not claim for expenses'.</p> <p><u>Travel Expenses</u> Q. Do we need to specify the length of contract for relocation? A. It hasn't cropped up and would be more likely to be part of a Headteacher package.</p> <p><u>Resolving Issues at Work</u> Q. Are you happy with the fact that there is no need to record anything at the informal level, as it may place you at a disadvantage if an issue escalates? A. That's a difficult question. I think common sense should be used. Comment: [staff governor] I like to think that I could go to you [informally] and not be documented.</p> <p><u>Attendance Management</u> Governors were alerted to the fact that two paragraphs required some agreement. The first referred to the use of a probationary procedure. It was noted that support staff would be excluded from the scope of this policy. The second paragraph referred to staff pay. It was agreed that both of the optional paragraphs should remain within the policy. Q. It is not a legal requirement but in the event of a medical certificate request for an illness lasting less than 7 days, who would pay? A. This has never arisen but if it did, staff can self certify.</p> <p><u>Restrictive Physical Intervention</u> Governors were advised that this was a standard policy and that current staff had all been trained in this area. Q. How frequent is training? A. We will do it again in September for relevant staff. Q. Would you say that it was updated at appropriate times?</p>	JP

	<p>A. Yes. Q. Do you hold risk assessments and management plans? A. For certain pupils, yes. Comment: I checked these [management plans] last year and they were very detailed.</p> <p><u>Privacy Notice</u> This document was one that had been sent to parents as a response to new GDPR guidelines. Comment: I think this is very clear and well written.</p> <p>Governors unanimously agreed to approve all policies subject to changes in the wording of the Governors Expenses policy.</p>	
FG/18/070	<p>Monitoring visits J Richardson would carry out a SEND visit during the week commencing 11th June. J Conacher reported that she regularly visited the EYFS Forest School at St Hilda's. She would write up a report.</p>	JR JCo
FG/18/071	<p>Governor training Governors had not undertaken any training.</p>	
FG/18/072	<p>Safeguarding</p> <ul style="list-style-type: none"> • An ongoing dialogue was taking place with outside agencies. • F Dodds Aston would attend Child Protection training. • J Pynn would attend the same training in 2019 as a refresher. • Health & Safety walks had taken place across both schools. • The Health & Safety officer would visit the schools in July. 	
FG/18/073	<p>Any other urgent business <u>Succession planning</u> M Wilson notified governors that after thirteen years as Chairman, he had decided to step down at the end of the academic year and that the next meeting would therefore be his last. He told governors that he had very much enjoyed working with the schools and that he would be happy to continue to lend support as and when it was needed. The Head thanked M Wilson for all that he had done for the schools over the years. Governors noted that succession planning was required for the election of a new Chair and the appointment of a new Foundation governor. An election would soon take place for parent governors. Q. What is the criteria for a Foundation governor? A. They are there to consider the church ethos of the school. It would normally be a member of the PCC, but not always. The Chairman would inform the PCC of his decision. Succession planning would be on the next agenda. Parents would be informed of vacancies for parent governor roles after Christmas.</p> <p><u>GDPR</u> The Head reported that he had some concerns about information going to the personal email addresses of governors and requested that governors start to use their school email addresses. Q. Would you like any communication with staff to go through the school</p>	MW Agenda

	account? A. I think it would be safer. GDPR would go on the next agenda.	Agenda
FG/18/074	Matters for celebration <ul style="list-style-type: none"> The efforts of all children across both schools taking part in Y2 and Y6 SATs. The nurturing approach of staff during the SATs period, particularly those working with Y2 children. Successful recruitment of staff at St Hilda's. Parental support of the Countryside Day. 	
FG/18/075	Items for inclusion on the next agenda <ul style="list-style-type: none"> School Development Plan Succession planning GDPR Meeting dates for 2018-19 	
FG/18/076	Date and time of the next meeting Wednesday 4 th July, St Hilda's.	

Meeting ended at 6.45pm

Impact Statements

Governors discussed ways to further develop links within the community.

Governors scrutinised Sports Premium spending.

Governors considered ways to support children not reaching curriculum requirements in swimming.

Governors agree new school dinner costs to start in September 2018-06-08

Governors approved six policies.

Actions

Item ref	Action	Timeframe	Name
FG/18/064	Resend skills audit to all governors		Clerk
FG/18/064	Arrange meeting with Andrew Smith		MB
FG/18/069	Update wording in Governor Expenses policy		JP
FG/18/070	Carry out a SEND visit	w/c 11 June	JR
FG/18/070	Write up Forest Schools visit report		JCo
FG/18/073	Inform PCC of resignation		MW

The following acronyms may have been used throughout the minutes:

ARE: Age Related Expectations

EOY: End Of Year

EYFS: Early Years Foundation Stage

FGB: Full Governing Body

GSINs: Governors School Improvement

Network meetings

MSL: Maths Subject Leader

PAN: Published Admission Number

ASP: Analyse School Performance

EVA: Esk Valley Alliance

FFT: Fisher Family Trust

FTE: Full Time Equivalent

KS1: Key Stage One

KS2: Key Stage Two

NQT: Newly Qualified Teacher

RAG: Red, amber, green

RI: Requires Improvement
ROV: Record of Visit
SDP: School Development Plan
SEN: Special Educational Needs
SFVS: Schools Financial Value Standard
SIA: School Improvement Advisor

RIG: Rapid Improvement Group
SBM: School Business Manager
SEF: Self-Evaluation Form
SENCo: Special Educational Needs
Coordinator
SIAMS: Statutory Inspection of Anglican &
Methodist Schools