

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
 Minutes of a meeting of the Full Governing Body of the Federation
Monday 4th July, St Hilda's

Present: Martyn Boothroyd Julie Caddy
 Jayne Conacher Victoria Forrester (Vice Chairman)
 Rosalind Garnish Lynn Lealman
 James Pynn (Head) Andrew Reid
 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/18/077	Welcome The Chairman welcomed governors. A prayer was said by M Wilson.	
FG/18/078	Apologies for absence C Almond sent apologies due to illness. R Bell sent apologies due to family commitments. J Caddy sent apologies for arriving late due to family commitments Governors consented to these apologies.	
FG/18/079	Declaration of interest and items of confidentiality The Head directed governors to be aware when discussing data that there were parent governors in the meeting who may have children in the year groups concerned. It was decided that items of confidentiality would be decided at the end of the meeting.	
FG/18/080	Urgent other business Governors agreed to discuss NQT mentoring arrangements at the end of the meeting.	
FG/18/081	Minutes of the meeting held on 4th June <i>[Public minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the meeting held on 4 th June. It was noted that an incorrect date had been attributed to one of the actions. This was corrected by hand The corrected minutes were unanimously agreed as a correct record and duly signed and dated to this effect.	

	<p>Proposed: J Senior Seconded: J Conacher</p> <p><i>[Confidential minutes were tabled at the meeting]</i> Governors scrutinised the confidential minutes of the meeting held on 4th June. The Minutes were unanimously agreed as a correct record and duly signed and dated to this effect. Proposed: M Boothroyd Seconded: J Senior</p>	
FG/18/082	<p>Matters arising from the public minutes <u>[FG/18/064] Skills audit</u> Skills audits had been circulated and returned by all of the governors present.</p> <p><u>[FG/18/064] Meeting with Andrew Smith</u> M Boothroyd had arranged for governors to meet with Andrew Smith to be held on July 18th at Hovingham Primary School at 5.30pm.</p> <p><u>[FG/18/070] Governor visits</u> A SEND visit had taken place and a report would be written. A Forest Schools visit had taken place and a report would be written.</p> <p><u>[FG/18/073] Foundation governor</u> The Chairman had informed the PCC of his resignation. Succession planning would be discussed later in the meeting [FG/18/088].</p> <p><u>[FG/18/067] Sports Premium – Cycling</u> Q. Has the possibility of the Bikeability course being paid for with Sports Premium funding been explored? A. The School Business Manager and the Head have both emailed and phoned the Local Authority numerous times but have not received a response. Q. Are other local schools taking part and if so, could the course be done as a cluster? A. That would involve staffing. I would have concerns about children going to other schools without a member of our staff with them. Q. Would a parent suffice if a consent form was signed by the parents of those taking part? A. I would still not be happy to do this. There would also be a question of whether the host school has capacity and is able to take responsibility. Q. I have looked at the Bikability website and there are some alternative providers. Is it worth investigating? A. There isn't enough time to arrange something for this term but it would be worth trying for next year. Comment: We could try making contact with our local councillor. Governors agreed to explore alternative providers for next year and to email councillor Caroline Goodrick to ask for support.</p>	<p>JR JCo</p> <p>VF</p>
FG/18/083	<p>Headteacher updates (Core Function – Educational Performance) <u>Data - security</u> The Head explained that, following a meeting on GDPR the data document had not been circulated and had been put onto the Cloud. This was due in part to the very small cohort at the school and the risk of children being easily identified. Governors were reminded that from September, school email addresses must be used for all communication linked to the schools. The Clerk</p>	

	<p>discuss assessment of Reading Writing and Maths for the next academic year.</p> <p><u>School Improvement Visit Report - 6th June</u> <i>[Report had been circulated with the agenda]</i> It was noted that one of the agreed actions was for the SIA to advise governors to talk to Andy Lancashire [Principal Advisor of Primary & Early Years at NYCC] about academisation The second action relating to a revised monitoring schedule should be checked by governors in the autumn term. The third action relating to a broad and balanced curriculum would be carried out with staff in the autumn. Governors were advised that there had been some recent changes in Ofsted Inspections in that they would now be four years apart and that there would be a higher number of one-day inspections although there would still be some taking two days. Schools receiving a judgement of ‘Good’ would also receive a comment alluding to whether they could expect another inspection in the near future or not depending on the security of the judgement. The one-day inspections involved more limited lines of enquiry. <i>Q. Would a four-year gap between inspections apply to us or would it start from our next inspection?</i> <i>A. I think we can expect an inspection at St Hilda’s in 2020 but if there is a trigger, it may be earlier. There have certainly been a lot of inspections locally recently.</i> Governors were encouraged to read Ofsted reports of other local schools when they were released. It was noted that the Wider Curriculum was very much on the agenda. Schools were being checked to ensure that, not only were English and Maths evident in subjects like History and Geography but also that there was real continuity in these areas. It was therefore essential that foundation subjects were part of the next SDP.</p> <p>The Head informed governors that the SIA would classify EYFS at St Hilda’s as Good at present but noted that there would be a change of staff in September. Work was being done on transition and continuity and staff were ensuring that all children were being appropriately challenged. There was a positive atmosphere in the department and pupil numbers were healthy. <i>Q. What are the current numbers?</i> <i>A. We are expecting between 8 and 10 for reception.</i> <i>Q. Can we accommodate that?</i> <i>A. Yes. We will still be under class size limits and I am confident we can well meet the pupils’ needs.</i></p> <p><u>Diocese Visit – 12th March</u> <i>[Report had been circulated with the agenda]</i> Governors were advised that this visit report had been put back on the agenda to explain a change in priorities. This was due to the fact that the Head had been working on an EVA Headteacher project in developing Church School Reviews. The Head had met with the diocese peer review and discussed the new SIAMS framework. The Head had met with Olivia Symour [Assistant Director of Education] and would do so again in the new term. She had recommended a focus on vision.</p> <p><u>Cluster, Communication and Collaboration</u> <i>[Report had been circulated with the agenda]</i> Primary Science Quality Mark Paperwork had been submitted and the Science Link Governor would seek an</p>	<p>All</p> <p>Science Link Gov</p>
--	--	------------------------------------

	<p>update on this in the autumn term.</p> <p><i>Maths Mastery Working Group</i> The Head expressed some frustration that the school had been placed with a group in Boroughbridge. Despite positive initial meetings, it was felt that distances involved could present challenges.</p> <p>Q. Do you think there's a benefit for teachers seeing how maths is taught in a different setting to ours? A. Yes. There will always been differences between schools but it's more about identifying overarching themes. We have had a positive and exciting start.</p> <p><i>Pet service</i> The Chairman reported that the pet service had been cancelled due to high temperatures.</p> <p><u>Parental Questionnaires</u> <i>[Responses had been circulated with the agenda]</i> The Clerk apologised for circulating Hovingham questionnaires responses only. St Hilda's Questionnaires would be circulated for discussion at the next FGB meeting. Governors noted that responses were generally positive.</p> <p>Q. Are responses identifiable [so issues or queries can be dealt with]? A. Parents do sometimes write their names on the sheets but not always. Governors recommended that parents with more than one child be provided with one questionnaire per child to recognise that different children within the same family may have difference experiences.</p> <p><u>Send report</u> <i>[Report had been circulated with the agenda]</i> The Head thanked Senco F Dodds-Aston and governors R Garnish and J Richardson for all the work they had done on SEND over the year. It was noted that the number of children with additional needs had increased and that these needs were not always immediately obvious.</p>	Clerk Agenda
FG/18/084	<p>School Development Plan (Core function – Strategic direction) <i>[Plan had been circulated with the agenda]</i> Governors were advised that the SDP had been updated as far as possible but that much still depended on the SATs results, due out on 10th July. The Head explained that although many of the areas had been marked as green [indicating completion], he was continuing to take a cautious approach to some areas until actions had been embedded. The 2018-19 SDP would be a reduced version of this one.</p> <p>Q. Is the nursery and class structure [at St Hilda's] likely to be permanent? A. The NQT that we have recruited will teach Y1 and Y2 and Amy will teach Reception & Nursery in the morning and Reception to Y2 in the afternoon. By September, St Hilda's will be bigger than Hovingham although there is still a degree of uncertainty surrounding a couple of enquiries, which makes it difficult to plan. The reduction in class size in the morning has assisted in achieving GLD.</p> <p>Q. What are the current nursery figures? A. It's a movable feast but we currently have around 5 or 6. Numbers do tend to increase as the year goes on.</p> <p>Q. Has the new nursery at St Benedict's had an impact?</p>	

	<p><i>A. It's too early to say. I had thought we might loose some but not so far.</i></p> <p>Governors noted that interim teacher Claire Howitt should be congratulated for her outstanding contribution to EYFS at St Hilda's.</p> <p><i>Q. Can you tell us more about the partition at the back of the Hovingham classroom?</i></p> <p><i>A. This is something we have been thinking about for some time particularly if numbers increased, as working in the mezzanine level classroom is not ideal. It's not something we need to do immediately based on current numbers.</i></p>	
FG/18/085	<p>Finance and Premises (Core function – Financial oversight)</p> <p>Governors were informed that planning had been secured for a canopy at St Hilda's.</p> <p><i>Q. Has finance been approved for the new notice board in Hovingham?</i></p> <p><i>A. Yes, paperwork has been completed about this.</i></p>	
FG/18/086	<p>Rapid Improvement Group</p> <p>The Vice Chairman reported that RIG had met and discussed the following:</p> <ul style="list-style-type: none"> • Data – as discussed in item FG/18/083 • How to measure progress in the absence of levels • Transition to secondary schools • Governor succession planning and training • Cohort numbers at Hovingham <p>Governors went on to explore Hovingham numbers in more detail.</p> <p><i>Q. Numbers appear to be dropping and this is obviously having an impact on the budget. Do we need to track the way we engage with families?</i></p> <p><i>A. I don't think we're losing people because of what we're doing. There are a number of issues including concerns about smaller cohorts, travel etc.</i></p> <p><i>Q. Can we use an item for celebration in the local papers to raise our profile?</i></p> <p><i>A. Yes. Hopefully the Science Quality Mark could be an item.</i></p> <p><i>Q. Is it worth going up to toddler groups to raise awareness?</i></p> <p><i>A. We're in frequent contact with Wrath Court [nursery]. We have a good relationship and our information is in there.</i></p> <p><i>[J Caddy arrived at 6.55pm]</i></p> <p><i>Q. What are parents looking for?</i></p> <p><i>A. Parents often find mixed aged classes challenging although there are some parents who prefer it. Location is a big part of this problem. We have quite a fluid population in Hovingham.</i></p> <p><i>Comment: There is a problem with higher rental and house prices in Hovingham so there aren't very many young families.</i></p> <p><i>Q. Has the new build estate in Ampleforth had an impact [on St Hilda's]?</i></p> <p><i>A. Yes, we've had a lot of enquiries from there.</i></p> <p>The Head agreed that it was important to sell both schools and the Vice Chairman suggested additional publicity about open days in outlying villages.</p>	
FG/18/087	<p>Policies</p> <p><i>[Policies had been circulated with the agenda]</i></p> <p><u>SEND</u></p> <p>This policy was an updated version based on good practice and a good fit for the schools.</p>	

	<p><u>Anti-Bullying</u> This policy was based on a model from NYCC. Q. Do you record all occasions of bullying and how do you identify bullying? Is it based on the opinion of staff or pupils? A. We identify it in a variety of ways including staff judgement or perception of staff.</p> <p><u>Teaching & Learning</u> This required a date change only.</p> <p><u>Science</u> This policy was based on a model from NYCC.</p> <p><u>Most and More Able Pupils</u> This was a new policy Q. How do you identify children in this category before KS1 tests? A. Actually, most children can be identified at baseline entry. If they exceed at Early Learning stage, a flag goes up...if they exceed at KS1 a flag goes up. Through Fisher Family Trust, we can made a comparison that indicates a score of over 110 being amongst the most able. This is another strand of the assessment meeting we're having on Friday. There are optional tests for the end of Y1, Y3 and Y5 to identify children in this category. Q. Does this replace Gifted and Talented? A. Essentially, yes. We have been advised to no longer focus on 'talented' as it's very difficult to identify. Governors discussed the importance of recognising out-of-school activities suggested inviting parents to regular celebration assemblies.</p> <p><u>Charging & Remissions</u></p> <p><u>Whole School Food</u></p> <p><u>Computing & ICT</u></p> <p><u>Information Security</u></p> <p><u>Governor Visit Guidelines</u> Although not a formal policy, these guidelines should be followed by governors when visiting the school.</p> <p>Governors unanimously AGREED to adopt all nine policies and the visit guidelines Proposed: J Conacher Seconded: V Forrester</p>	
FG/18/088	<p>Governors <u>Succession Planning</u> The Chairman advised governors that he had informed the PCC of his resignation and that a new Foundation governor would be required. Martyn Boothroyd had indicated that he would be prepared to step into the role and it was agreed that he was already fulfilling much of the role as co-opted governor. The Clerk would circulate information about the next steps. Governors thanked M Boothroyd for agreeing to take on the role. The Vice Chairman reminded governors that this would leave a vacancy for a</p>	Clerk

	<p>co-opted governor and that her term of office as Parent governor would expire in the Spring, by which time she would no longer be a parent at the school. It was noted that Rachel Bell had recently had a baby and that she should be asked whether she would like to take maternity leave from her position at Parent governor. Succession planning would be put on the next agenda for further discussion.</p> <p><u>GDPR</u> <i>[GDPS advice had been circulated with the agenda]</i> The Head explained that he had wanted to share this information sheet with governors as it contained good clear advice about keeping information secure and what to do in the event of a data breach. Q. What counts as an authorised Cloud product? A. We have a list. I believe the country where the product is based is important.</p> <p><u>Work carried out by governors</u></p> <ul style="list-style-type: none"> • The SEND link governor would carry out a visit next term to monitor the progress of a specific child following the implementation of interventions. • The Headteacher performance management review had taken place and a report was in the process of being written. • The Maths link governor would arrange a follow-up meeting with Carla Martindale to monitor the progress of maths. • The Literacy link governors would meet with Faye Dodds-Aston to monitor literacy. • J Conacher was continuing to monitor Forest Schools on a regular basis. 	<p>Agenda</p> <p>JR</p> <p>JS</p> <p>CA/MB</p> <p>JCo</p>
FG/18/089	<p>Governor training Governors recommended Bite Sized Finance training to the new governor as well as GSINs meetings. The Clerk would circulate relevant NYCC training. The Head noted that Howardian Alliance governance meetings were expected to restart and it was agreed that these would be a very good way for governors to meet and share good practice.</p> <p><u>Training audit</u> Safer Recruitment training had been completed by the current Chairman and the Head noted that another governor should now complete the training. The Vice Chairman would explore this. The Vice Chairman would circulate the link for Prevent training. The Clerk would check whether PCC safeguarding training was acceptable. Governors would send in or bring in any certificates of any training they had undertaken.</p>	<p>Clerk</p> <p>VF</p> <p>VF Clerk All</p>
FG/18/090	<p>Safeguarding <u>Keeping Children Safe in Education</u> <i>[Part 1 of the updated document had been circulated with the agenda]</i> Governors were reminded that the updated version of this document would come into effect on September 3rd. To accommodate this, governors were asked to read the document carefully over the summer and sign to that effect at the next FGB meeting.</p> <p>The Vice Chairman and M Boothroyd would meet to review safeguarding</p>	

	procedures on Friday 13 th July, 3.30pm at St Hilda's and on Monday 16 th July, 3.30pm at Hovingham.	
FG/18/091	<p><u>Any other urgent business</u></p> <p>The Head reported that he would be mentoring the NQT starting at St Hilda's in September to cover Y1 and Y2 and PE. Appropriate training had been completed. L Lealman would monitor that mentoring was taking place.</p> <p>On 20th July, there will be a leavers' assembly as well as a garden party for the school cook, Val Sprakes who would be leaving the school after 33 years.</p>	LL
FG/18/092	<p><u>Matters for celebration</u></p> <ul style="list-style-type: none"> • The first family service had taken place and would continue to grow and develop. • School data showed a number of positives. • The Children very much enjoyed using a climbing wall. 	
FG/18/093	<p><u>Items for inclusion on the next agenda</u></p> <ul style="list-style-type: none"> • Data for Y1, Y3, Y4 & Y5 • Succession planning • Keeping Children Safe in Education updated document • St Hilda's parental questionnaire 	
FG/18/094	<p><u>Date and time of the next three meetings</u></p> <ul style="list-style-type: none"> • Monday 24th September 2018 – Hovingham • Monday 22nd October 2018 – St Hilda's • Monday 3rd December 2018 - Hovingham 	

Meeting ended at 7.50pm

Impact Statements
Governors received and asked questions about pupil data at both schools.
Governors discussed new staffing arrangements at St Hilda's.
Governors discussed pupil numbers at Hovingham.
Governors approved nine policies.

Actions

Item ref	Action	Timeframe	Name
FG/18/082	Submit report for recent SEND visit	By next FGB	JR
FG/18/082	Submit report for Forest Schools visit	By next FGB	JCo
FG/18/083	Identify governors requiring IT support	ASAP	Clerk
FG/18/083	Support governors with no school email access	ASAP	JP
FG/18/083	Monitor EYFS progress at Hovingham (Conf min)	On-going	Link gov's
FG/18/083	Monitor sharing of EYFS good practice between schools	On-going	Link gov's
FG/18/083	Check that revised monitoring schedule has been put in place	By next FGB	Link gov's
FG/18/083	See update on Primary Science Quality Mark	By next FGB	Science link gov
FG/18/083	Circulate St Hilda's Questionnaires	ASAP	Clerk

FG/18/088	Liaise with M Boothroyd re Foundation gov status	ASAP	Clerk
FG/18/088	Carry out follow-up SEND visit	Autumn term	JR
FG/18/088	Arrange follow-up Maths visit	Autumn term	JS
FG/18/088	Arrange Literacy visit	Autumn term	MB/CA
FG/18/089	Circulate relevant NYCC training courses	ASAP	Clerk
FG/18/089	Complete Safer Recruitment training	By next FGB	VF
FG/18/089	Circulate link for Prevent training	ASAP	VF
FG/18/089	Check whether PCC training can be transferred	ASAP	Clerk
FG/18/089	Print or email the Clerk with training certificates	By next FGB	All
FG/18/090	Read part 1 of Keeping Children Safe in Education	By next FGB	All
FG/18/090	Carry out safeguarding checks at both schools	13 th & 16 th July	MB/VF
FG/18/091	Monitor NQT mentoring	On-going	LL

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
GLD: Good Level of Development	GSINs: Governors School Improvement
KS1: Key Stage One Network meetings	KS2: Key Stage Two
MSL: Maths Subject Leader	NQT: Newly Qualified Teacher
PAN: Published Admission Number	RAG: Red, amber, green
RI: Requires Improvement	RIG: Rapid Improvement Group
ROV: Record of Visit	SBM: School Business Manager
SDP: School Development Plan	SEF: Self-Evaluation Form
SEN: Special Educational Needs	SENCo: Special Educational Needs Coordinator
SFVS: Schools Financial Value Standard	SIAMS: Statutory Inspection of Anglican & Methodist Schools
SIA: School Improvement Advisor	