

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
 Minutes of a meeting of the Full Governing Body of the Federation
Wednesday 2nd May, Hovingham

Present: Clare Almond Rachel Bell
 Martyn Boothroyd Victoria Forrester (Vice Chairman)
 Rosalind Garnish Lynn Lealman
 James Pynn (Head) 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/18/041	<u>Welcome</u> The Chairman welcomed governors. A prayer was said by M Wilson.	
FG/18/042	<u>Apologies for absence</u> J Caddy sent apologies due to family commitments. J Richardson sent apologies due a pre-arranged holiday. J Conacher sent apologies due to family commitments. Governors consented to these apologies. A Reid sent apologies for arriving late but did not attend the meeting. <i>[Following the meeting A Reid contacted that Head and sent apologies due to family commitments]</i>	
FG/18/043	<u>Declaration of Interest and Items of Confidentiality</u> There were no declarations of interest. It was decided that items of confidentiality would be identified during the meeting.	
FG/18/044	<u>Notification of urgent other business</u> There was no urgent other business.	
FG/18/045	<u>Previous Minutes</u> <u>Public minutes of the meeting held on 19th March</u> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the meeting held on 19 th March. The minutes were unanimously AGREED as a correct record and duly	

Signed (Chairman) _____ Date _____

	<p>signed and dated to this effect. Proposed: J Senior Seconded: V Forrester</p> <p><u>Confidential minutes of the meeting held on 19th March.</u> <i>[Minutes were tabled at the meeting]</i> The minutes were unanimously AGREED as a correct record and duly signed and dated to this effect. Proposed: M Boothroyd Seconded: V Forrester</p>	
<p>FG/18/046</p>	<p><u>Matters arising from the public minutes</u> (FG/18/028 – meeting with Jane Dougalss) This would be discussed in FG/18/047</p> <p>(FG/18/028 – school meals) The School Business Manager had met with a company based in Harrogate who had told her that, while long-term provision of school meals was possible, they would not be able to work with the schools in September and not without interest from other schools in the area. The SBM had also approached the diocese and was awaiting a response. Q. Does this leave us in the same position? A. Yes but there are some changes indicated in budget, which will be discussed later. Q. Have you had any feedback from parents about the price increase? A. No. Q. Have any children stopped taking school meals? A. Yes but in some cases this is a regular thing to do during the summer and in one case, a parent specified that it was not connected to the price increase. Other local schools are charging even more.</p> <p>(FG/18/034 – Skills audit) L Lealman would provide a copy to R Bell.</p> <p>(FG/18/034 – GSINs meeting) The Clerk confirmed that there was no upper limit to the numbers permitted to attend GSINs meetings.</p> <p>It was noted that all other actions had been completed.</p>	<p>LL</p>
<p>FG/18/047</p>	<p><u>Headteacher updates</u> (Core Function – Educational Performance) <u>Headteacher Report</u> <i>[Report had been circulated with the agenda]</i> Q. Do you have an update on pupil numbers? A. We will have 8 joining reception at St Hilda’s and a pupil joining us in Y5. With 3 leaving Y6, we currently have 33 in September. At Hovingham we have a Reception and Y2 leaving in September, another pupil who had joined us recently is moving on and there are a handful of children who may leave. With 5 leaving Y6, we are looking at 32 at Hovingham in September. Q. How many are starting? A. Two. Q. Are these figures included in the budget? A. Yes, apart from the reception child leaving as I was only told about this last night.</p>	

Governors were reminded that budget figures were liable to change for a number of reasons including the fact that an element of future funding had not yet been clarified.

Q. Over the last year, how many pupils have looked around the schools and how many have shown interest?

A. We've had about 6-8 families visit Hovingham and of them, 3-4 joined.

[Three families had visited St Hilda's, or which two joined the school. Some parents of new starters at St Hilda's did not tour the school as their children had already attended nursery].

Q. Do you know why the others did not join?

A. Feedback shows that parents are looking at several schools.

Challenges here include the mixed-age classes. Parents with more than one child may not want them both in the same class. At KS2 it is hard to reassure parents that the ability spread can be covered in a Y3-Y6 class. Other times there are logistic issues including travel time.

Q. How was the Edinburgh residential?

A. It was a very good trip and I am exceedingly grateful to Mrs Wood for stepping in to support us at the last minute.

Governors were informed that the trip was a good opportunity for children to mix with another school. It was noted that the trip had been reported in the local press.

The Head advised governors that the report should be understood as a position of strength with SIAMS reports demonstrating Good and Outstanding and Ofsted rating the schools as Good. Lisa Jones [EDA] implied that there was maintained improvement. There would be staff changes at St Hilda's in September but the Head was confident that this would be a smooth transition and explained that the school was interviewing two very strong candidates for the role during the next week.

Q. Would you say that the data indicates more reds than we would like?

A. Yes I would agree with that but this is because the targets are aspirational and we are dealing with very small numbers, sometimes just two pupils within a year group. Progress has been made but not sufficient to close the gap to Age Related Expectations, which is why training and monitoring continues to be important.

Visit report to St Hilda's – 6th February

[Report was circulated with the agenda]

It was noted that Lisa Jones was due to visit the school again during w/c 4th June to monitor actions. Contact had been made with Elaine Broadbent and a visit to St Mary's Malton had taken place. Elements seen at St Mary's that applied to St Hilda's had been introduced and this had been photographically documented.

Comment: This report shows lots of positives.

Q. Are you concerned that EYFS is still not classed as Good after two years?

A. I would say that EYFS was borderline RI to Good. On paper I would have to describe it as RI due to vulnerability in transition of in staff but a lot had moved forward.

The Head explained that a key to maintaining the improvements was being able to continue with the Nursery – Reception split. New staffing arrangements in September would allow for Nursery and Reception to work together in the morning and for Reception to Y2 to be together in the afternoon. This would

provide some continuity for reception children working with the same teacher. Two very strong candidates had applied for the post to begin in September.
Q. Do you think the position has attracted strong candidates because it is now for a KS1 teacher rather than an EYFS teacher?
A. Partly but it might also be the right time of year. I had thought that 0.6-0.8 with PE might put some people off but it turns out to have been perfect for some.

Visit report to Hovingham, 8th February

Lisa Jones would visit Hovingham again on the same day as her next St Hilda's visit.

Comment: This report also shows lots of positives.

Q. How is the new TA settling in?

A. They are settling in well. Carla is confident that her plans for organising the class are much more achievable now.

The Head went on to explain that some elements of the role were different from the new TA's previous role so some support was required but that she had made a good start. The same applied to the new member of the admin team.

Lesson observations had taken place and at St Hilda's, EYFS joint monitoring with Michelle and the Head had taken place.

Diocese visit to St Hilda's, 12th March

A visit from Katherine Humpleby had made it clear that the next steps applied to both schools. The meeting at Hovingham had allowed the Head and A Reid to ask about academisation in terms of what was permitted for a Church of England school.

Q. When did the Hovingham meeting take place?

A. It was a week later.

It was noted that K Humpleby had taken a new role and a new advisor had not yet been appointed. In the interim, the schools should liaise with Helen Wren if necessary.

CONFIDENTIAL MINUTE

Nursery provision

Governors were advised that consultation had closed and that the school had received six responses with five of them indicating some future use of nursery in the afternoons. However, future numbers indicated that there would never be more than two nursery children on any given afternoon. A financial benefit was also unlikely. This in mind and taking into account that another local provider was classed as Good, the Head felt that now was not a good time to extend the provision. This position would be re-evaluated when staffing had settled.

Q. Would extending the provision mean a financial loss?

A. No, we could do it with the staff we have but it's not the right time.

Q. Are we likely to lose anybody because we are not extending the provision?

A. I couldn't say.

Comment: I agree that it would be difficult to fit two children in and I would like to see things settle first.

The Head explained that the situation would be further complicated by the large Reception intake in September which was expected to have a high level of need and unclear funding support.

Those who had taken part in the consultation would be thanked and informed

	that the provision would not be extended.	
FG/18/048	<p>School Development Plan (Core function – Strategic direction)</p> <p>Governors were advised that the schools were working towards milestones and that the Head had begun considering priorities for the 2018-19 SDP. These would include maths mastery, a research project in RE and an executive Head project connected to the new SIAMS framework.</p>	
FG/18/049	<p>Finance and Premises (Core function – Financial oversight)</p> <p><u>Start budget</u> <i>[Full and summary budget papers had been circulated with the agenda]</i> Governors were reminded that the budget needed to be revised downwards due to changes in pupil numbers.</p> <p>CONFIDENTIAL MINUTE</p> <p>There was pressure on the budget but governors agreed that this was often the case. Comment: I am impressed that you have been able to balance the budget. A. A good deal of time has gone into revising this [to make it as accurate as possible] but the SEND element has been very challenging as we have a number of children with needs in the school or about to start. Q. Can you tell us how much SEND funding we have? A. At St Hilda's we're getting £13K and I need to check the amount for Hovingham. [This figure was later clarified at £11K] The Head explained that much of the SEND funding would go towards TA support but would also include lunchtime support and curriculum subjects such as PE. Some funding would also go towards specialist equipment such as large screens and cover for the SENCo. Q. Why does the capital budget shows some projects with no costing. A. These are projects that have been superseded by the server failure at St Hilda's. The Head went on to explain that there was a need for additional storage, which would make the space more welcoming to visitors as well as developing independence for younger children. However, the failure of the server at St Hilda's had put this project on hold. It was also necessary to pay off the capital advance for the new toilets at St Hilda's. Q. How much will the server cost? A. It will cost £2K but we have a very good deal and have made a saving of £700. There were no definite capital projects but working with Andy Holt had completed all urgent jobs and a grant application would be considered for other work.</p> <p>Governors unanimously APPROVED the start budget on the understanding that it was based on current information and was liable to change. Proposed: V Forrester Seconded: M Wilson</p>	
FG/18/050	<p>Rapid Improvement Group All members of RIG had met with Jane Douglass.</p>	

FG/18/051	<p>Governance The Head would liaise with J Senior and J Richardson to set a date for a review of his performance management.</p>	JP, JS & JR
FG/18/052	<p>Policies</p> <p><u>Disaster/Critical Incident Recovery Plan</u> It was noted that a date and name change was required for this policy. <i>Q. There are some part of this highlighted in green. Are they still to be written?</i> <i>A. Yes. These related to the server.</i> <i>Q. Was any information lost with the recent server issues?</i> <i>A. It is difficult to determine at the moment. It would depend on what can be recovered and what had been saved. I am confident that no admin work has been lost but there may be some of the children's work lost. The new server would include a new way to back information up.</i> This policy would be scrutinised with IT support for any additional information.</p> <p><u>Intimate Care Procedure</u></p> <p><u>Our Responsibilities as Adults Statement</u></p> <p><u>Curriculum Policy</u></p> <p><u>Foundation Subjects Policy</u></p> <p>Governors APPROVED all policies on the condition of information being added to the Disaster/Critical Incidents Recovery Plan.</p>	JP
FG/18/053	<p>Monitoring visits <i>[Visit reports had been circulated with the agenda]</i> It was noted that governors received reports on SEND and EYFS. The Head noted that an ongoing strength at the schools was the positive relationship between staff and link governors.</p>	
FG/18/054	<p>Governor training The Clerk would circulate NYCC training details.</p>	Clerk
FG/18/055	<p>Safeguarding It was noted that new staff induction included an introduction to safeguarding. Monthly property maintenance assessment was taking place. A fire risk assessment would take place with Wayne Thickett later this term.</p>	
FG/18/056	<p>Matters for celebration</p> <ul style="list-style-type: none"> • Healthy numbers for reception class at St Hilda's. • A strong field for staff recruitment. • An ongoing willingness from staff to upskill and disseminate their learning. • A very successful residential trip to Edinburgh. 	
FG/18/057	<p>Items for inclusion on the next agenda</p> <ul style="list-style-type: none"> • No items were identified during the meeting 	
FG/18/058	<p>Date and time of the next meeting 4th June, Hovingham, 5.30pm</p>	

	<p>R Bell and R Garnish gave apologies. Due to the timing of this meeting in relation to the half-term holiday, the Clerk would circulate the agenda and papers early on 21st May. It was agreed that this meeting should take place at Hovingham.</p>	Clerk
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Meeting ended at 7.25pm

Impact Statements
Governors questioned the Headteacher about data and EYFS outcomes.
Governors approved the Start Budget.
Governors scrutinised and approved five school policies.

Actions

Item ref	Action	Timeframe	Name
FG/18/046	Share skills audit with R Bell		LL
FG/18/051	Liaise with J Senior & J Richardsons re performance management		JP
FG/18/052	Update Disaster & Critical incident plan		JP
FG/18/054	Circulate NYCC training		Clerk
FG/18/058	Circulate next agenda early		Clerk

The following acronyms may have been used throughout the minutes:

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| 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 |