

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

Wednesday 16th October 2019, Hovingham

Present: Clare Almond (Chair) Jayne Conacher
 Keith Johnson Amy Kirk
 James Pynn Andrew Reid (Vice Chair)
 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/19/116	<u>Welcome</u> The Vice Chair welcomed governors and said a prayer.	
FG/19/117	<u>Apologies for absence</u> Martyn Boothroyd sent apologies for health reasons.	
FG/19/118	<u>Notification of urgent other business</u> Governors agreed to discuss potential changes to the size of the governing body.	
FG/19/119	<u>Declaration of Interest & Items of Confidentiality</u> There were no declarations of interest made. It was agreed that items of confidentiality would be decided throughout and after the meeting. <i>There were no items of confidentiality</i>	
FG/19/120	<u>Public minutes of the meeting held on 18th September 2019</u> <i>[Minutes had been circulated with the agenda]</i> Governors scrutinised the public minutes of the FGB meeting held on 18 th September. The minutes were agreed as a correct record and duly signed and dated to this effect. <i>[Confidential minutes were tabled at the meeting]</i> Governors scrutinised the confidential minutes from the FGB meeting held on 18 th September The minutes were agreed as a correct record and duly signed and dated to this effect.	

	<p>It was noted that the terms of officer for J Senior would come to an end in January 2020. J Senior indicated that she would like to stand again after her terms ended.</p> <p>Governors discussed the option to restructure the Governing Body, reducing the number to 10. It was agreed that the decision should be deferred until after the analysis of the Skills Audit so that gaps could be identified.</p> <p>Governors discussed filling vacancies should the need arise, and the following points were raised:</p> <ul style="list-style-type: none"> • J Senior would approach a possible new governor • Vacancies had been put in the school newsletter • Parish newsletters had been used for this purpose in the past • Vacancies could be put onto village websites • The Head would draft an advert for the school website following the Skills Audit 	JP
FG/19/123	<p><u>Headteacher Updates</u></p> <p><u>Staffing</u></p> <p>The Head reported that Luke Kelly had started covering for maternity leave at Hovingham a little earlier than expected.</p> <p>Mrs Strickland, a teaching assistant from St Hilda's would be leaving the school at half term. A recruitment process was underway for a TA to work in KS1 and KS2 with a closing date of 25th October.</p> <p><u>Visits</u></p> <p>Both schools had been visited by the NSPCC for KS1 and KS2 assemblies and workshops.</p> <p><i>Q. How did the children find the NSPCC visit?</i></p> <p><i>A. I sat in at Hovingham and the children were very responsive. The leaders gave feedback at the end and they were really pleased.</i></p> <p>The North Yorkshire National Parks had visited to give a talk about turtle doves.</p> <p>The Fire Service had visited to give a bonfire safety talk.</p> <p><u>CPD</u></p> <p>Maths training had been attended by the Head and D Dunning.</p> <p>Staff had spent that day working on Phonics with the Endeavor Trust.</p> <p>Work had been done with the Science Partnership to develop science boxes.</p> <p>After some reflection, the Head had decided to defer the NPQEL [FG/19/083] for one year.</p> <p><u>Diocesan Visit, 24th September</u></p> <p><i>[A record of the visit had been circulated with the agenda]</i></p> <p>The Head thanked the Vice Chair for joining staff at a meeting with Diocesan Schools Adviser about prayer spaces.</p> <p>Critical Friend visits from June 19th had been RAG rated by the Head.</p> <p><i>Q. I can see that you have made a lot of progress with these visits. Are the items still marked as 'red' in hand?</i></p> <p><i>A. They are largely in hand, but we still have to work on the School Prayer.</i></p> <p><i>Q. Could this be done with a student competition?</i></p> <p><i>A. Yes, in theory but that would need co-ordinating.</i></p> <p><i>Q. Would it be a school prayer or a federation prayer?</i></p> <p><i>A. Last time it was both schools and I would like that again.</i></p>	

	<p><i>Comment: The prayer space at Hovingham went down very well and the children seemed very receptive. I think it's a nice thing to work on. I look forward to seeing evidence of it being used.</i></p> <p><u>NYCC School Improvement Visit, 26th September</u> <i>[A record of visit had been circulated with the agenda]</i> The Head had received notification that both schools were classed as Priority 2 Schools, which would mean that SIA visits would now take place once a year. The schools would therefore no longer have visits to carry out joint lesson observations, book scrutinies, pupil voice and strengthening of leadership. Additional visits would be available at a cost.</p> <p><i>Q. Does priority 2 mean that we are not seen to need help?</i> <i>A. A priority 3 school might receive two visits every half term and a priority 1 school would be expected to support other schools. I hope to learn more at a Headteacher meeting on Friday.</i></p> <p><i>Q. Are we happy to be a priority 2?</i> <i>A. Yes, because of the interim leadership of EYFS. I feel we have taken the right steps to address issues so I'm happy with that grading.</i></p> <p>It was noted that the SIA would make a visit to St Hilda's in the Spring or Summer term and that, because of the way that data had been prepared, it would be possible to discuss data for both schools in a morning.</p> <p><i>Q. Schools are more responsible for own improvement now [and we are doing that through] the English Hub and working with Katy [Stringer – Assistant Headteacher at Terrington & Foston]. What other ways are we using?</i> <i>A. The staff and myself have been proactive in accessing other resources such as support for English and Maths through the EVA as well as joint collaboration with the Howardian Hills schools.</i></p> <p><i>Q. So are you confident that we are not going to miss out?</i> <i>A. Yes, but there is something missing in terms of working with somebody from outside.</i></p> <p><i>Q. Is it worth us looking into Headteachers working together?</i> <i>A. We have peer reviews with the EVA although I've decided not to peer review this academic year. I'm not sure how necessary it is at Hovingham and we are already under a lot of scrutiny at St Hilda's.</i></p> <p>The Head went on to explain that staff would benefit from having conversations with people from outside the school community, beyond their regular meetings with link governors. It would also give school leaders the opportunity to discuss current topics in education. In addition to this, an adviser who knows the school well would be in a good position to have a discussion with Ofsted.</p> <p><i>Q. Has there been real value in SIAs talking to Ofsted?</i> <i>A. Absolutely – certainly in terms of what the schools are planning to do.</i> <i>[This subject was raised again in FG/19/126]</i></p> <p><u>Hate Crimes Guidelines</u> <i>[Guidelines and information had been circulated with the agenda]</i> It was noted that these papers for were information.</p>	
FG/19/124	<p><u>School Development Plan</u> (Core Function – Strategic Direction) <i>[SDP had been circulated with the agenda]</i> Governors were advised that performance management meetings were taking place with all admin, TAs and teachers and that more experienced teachers were starting to carry out performance management for TAs. There had been</p>	

	<p>some challenges this academic year with staff absence, but the process would be completed by half term.</p> <p>The SDP would be RAG rated by the next meeting and reviewed on a termly basis. Link governors had met with subject leaders to discuss specifics such as phonics.</p> <p>Q. [by email prior to the meeting] We have a French specialist working in half-termly block in each school. How can you ensure that the learning is not lost?</p> <p>A. This has been reviewed and we will now be teaching French on alternate weeks.</p>	
FG/19/125	<p><u>Finance & Premises (Core Function – Financial Oversight)</u></p> <p>The Head reported that the restructure committee had scrutinised various models and that others would be run following a visit from the bursar on 5th November.</p> <p>Clarity was still required on government spending of £4K per child in 2021-22. Elements to consider included a top-slice for the Local Authority, the National Funding Formula, and the Sugar Tax. Sports Premium funding of £32K for the current financial year was not guaranteed for the future. It was noted that the climate of uncertainty made financial planning very challenging.</p>	
FG/19/126	<p><u>Rapid Improvement Group</u> <i>[Minutes from the recent RIG meeting had been circulated with the agenda]</i></p> <p><u>School Improvement Support</u> <i>[A document showing SIA options from NYCC was circulated with the agenda]</i></p> <p>The Chair reported that RIG had met on 23rd September and discussed the reduction in the number of visits from the School Improvement Adviser. It was noted that the Federation had already brought in Early Years leadership support and the Diocese had also visited. The Chair would ask advice about reduced NYCC support at the next GSINs meeting.</p> <p>It was noted that the cost of purchasing additional visits from the SIA service would be £875 for two half days per school. The Federation had been working with the model of a half-day visit each term.</p> <p>The current offer from the Diocese included four visits (Critical Friend and School Development) over a two-year period and governor support. An enhanced package was available from the Diocese for six visits per year. The Standard package was priced at £295 and the Enhanced was £475.</p> <p>Q. Is there a different focus for the Diocese? The LA adviser has Ofsted experience.</p> <p>A. Yes but the Enhanced Service from the Diocese includes School Improvement. The Diocese is also supporting with the Headteacher Performance Management process and have been very rigorous.</p> <p>The Head recommended an Enhanced package for both schools from the Diocese. One visit per term would refer to leadership and management and the other would prioritise teaching and learning. It was explained that this would strengthen the current provision without bringing in too many additional voices, so avoiding confusion and conflicting advice.</p> <p>Comment: I think support from the Diocese has always been excellent – thorough and useful.</p>	

	<p>Q. Would it be a case of integrating advice from two strands? A. No, it would be different. We would still have a data visit from NYCC. Comment: Ofsted changes mean that they would be more closely linked to the SIAMs framework. A school that gets Outstanding in SIAMs would be more likely to get at least Good in Ofsted. Q. Do we have to have NYCC support at all? A. It's a grey area. Some schools have not bought into it historically, but the SLA gives us access to network meetings. <i>[J Conacher left the meeting, as previously arranged, at 6.40pm]</i> Comment: I have a potential concern about conflicting advice. A. If all we have from NYCC is a data visit, that wouldn't involve a walk around the school so there would be no conflict.</p> <p>Governors agreed to a Standard package NYCC and an Enhanced Package from the Diocese.</p> <p><u>Governing Body</u> Governors were advised that they were working well in their link governor monitoring roles. The Chair reminded them to come forward with questions during meetings in order to hold the Head to account, as one of their core functions.</p> <p>It was noted that the governance induction pack had been revised and sent to the new governor.</p> <p>The Chair reported on the completed actions of the RIG meeting. She suggested a governance newsletter to go to parents every half term as a way to raise the profile of the governing body. The Staff governor suggested an informal 'meet and greet' with staff and governors and the Head encouraged governors to attend meetings with staff to help strengthen relationships.</p>	
FG/19/127	<p><u>Safeguarding</u> <i>[Annual safeguarding report had been circulated with the agenda]</i> The Head explained that the report referred to the previous academic year and that actions were being carried forward. There was a reference to the SRE Policy, and it was noted that this would be on the next FGB agenda. Q. I have had training with the diocese in Safeguarding. Should that be noted? A. It's another useful source of training. Q. Is there any specific training on SRE? IS this something we can raise at the next GSINs? A. There is a guidance document that informed the policy so that can be sent to you.</p>	<p>Agenda</p> <p>JP</p>
FG/19/128	<p><u>Policies</u> <i>[Policies had been circulated with the agenda]</i> Pay Policy It was noted that this was a model NYCC policy so should not be altered.</p> <p>Admissions: Hovingham</p> <p>Admissions: St Hilda's</p>	

	<p><u>Child Protection</u> It was noted that this was a model NYCC policy that had been modified to fit specific practices.</p> <p><u>Missing Children</u></p> <p><u>Whistleblowing</u></p> <p><u>Anti-bullying</u> It was noted that this policy was written following training in 'Valuing All God's Children'. The Head highlighted very good and clear definitions. All staff would be expected to read and sign this policy.</p> <p>Q. Is it right that the list of the types of bullying is not exhaustive? A. Yes, that's right.</p> <p>Q. Do pupils know about the 'reporting box'? A. Not yet but they will be told about it.</p> <p>Comment: This would be useful for a SIAMs inspection.</p> <p>Governors approved all seven policies.</p>	
FG/19/129	<p><u>Monitoring visits</u> <u>Monitoring timetable</u> <i>[Monitoring timetable had been circulated with the agenda]</i> The Head explained that the monitoring timetable was a useful way for governors to see monitoring across the year, to help them plan for their link governor visits with subject leaders. The Chair asked governors to write monitoring visit reports within one month to avoid a backlog. It was noted that as an alternative to writing up reports, monitoring forms were available to be filled in by hand during a visit and scanned. It was noted that Collective Worship visits should be recorded on a specific document, an editable version of which would be sent to the Collective Worship governor.</p> <p>Q. When we have written a report, should we send it to the Head? A. If the visit involved another member of staff, please send a copy of the report to them first. It should then to be sent to me [Head] before being put on the agenda for the next meeting.</p> <p><i>[K Johnson left the meeting as previously arranged at 7.05pm]</i></p> <p><u>Staff visit reports</u> <i>[Reports had been circulated with the agenda]</i> The Chair reported that she had been making introductory visits to staff. Due to staff absence, she was yet to visit St Hilda's for this purpose. The first visit was with Nicola Clarke, the Class 1 TA at Hovingham. It was reported that N Clarke worked four days per week in a class with two teachers and that she had some concerns about her mid-week day off being a barrier to an effective hand-over between the teachers. She suggested working Tuesday – Fridays as a way to solve this. It was noted that this had been suggested to the Head and he had responded. The Chair stressed that staff were working very well under the added pressure of absences and highlighted the Harvest Festival as an example of this.</p> <p>Q. Is there a way of recognising staff when they work above and beyond?</p>	JP

A. They always get my thanks. It is difficult to identify specific members of staff when they are all working so hard.

Governors suggested a mention in the governance newsletter and postcards to let staff know that they are being recognised and appreciated by governors for their work.

The second visit was with an interim teacher covering maternity leave. It was noted that Luke Kelly had started at the school earlier than expected and had made a very good start, quickly reading and understanding the setting and the individual pupils. Some planning time had been lost due to the early start, but the Chair said she felt very confident in him. L Kelly explained that he had received a good deal of information by email and would like some more face-to-face time with subject leaders. This had been passed on the literacy lead who expressed that she was very happy with his work so far.

Comment: [Head] They will be meeting next Tuesday, where they will be able to share planning.

L Kelly expressed an interest in running clubs in due course.

Q. Who is in the leadership role when you [Head] are not there [at Hovingham]?

A. On Mondays and Tuesdays it would be Julie Caddy and for the rest of the week, staff should contact me directly. [Later clarified that in the absence of the Headteacher, A Atherton and L Kelly would share baseleader role]. They know that if the need arose, I would always come back. Georgie Metcalf [Headteacher of Slingsby] is always helpful as well.

Maths visit report

[Maths visit report had been circulated prior to the meeting]

J Senior reported that she had made the visit to monitor recent changes in staffing. Governors were reminded that Daisy Dunning had agreed to take on the Maths Leadership role when she was an NQT but that she was now a RQT. J Senior felt that she had given an excellent account of herself and that the monitoring plan would prove useful. It was noted that she had worked closely with the former Maths lead before the summer.

Comment: She has a lot of support and I look forward to her making a great success of this.

Literacy visit report

[Literacy visit report had been circulated prior to the meeting]

It was noted that support for phonics from the English Hub was very positive and would work well for both schools. The aim was to improve literacy from 50% to 60% exceeding the Phonics screening threshold at St Hilda's. The Literacy lead had expressed concern about not having enough time to monitor the subject for impact.

Comment: [Head] We have talked about this and agreed that I will provide cover so that she has more time for monitoring.

It was noted that the role of the Literacy lead now extended to EYFS so that she could coordinate the subject across all age groups and that she had expressed some anxiety about this. However, the Chair felt confident that she had more than enough experience to deal with the role. There was some difference between the learning style required in literacy in EYFS and the current free-flow approach.

Comment: [Head] This is where Katie [Stringer] can give us some really valuable input about providing appropriate challenge.

FG/19/130	<u>Governor Training</u> The Chair would attend Diocese training, 'introduction to governance in a CofE school' on February 4 th .	
FG/19/131	<u>Any Other Business</u> Other business had been covered earlier in the meeting.	
FG/19/132	<u>Matters for celebration</u> <ul style="list-style-type: none"> • Staff across both schools had been working very hard to manage absences, both planned and unplanned. • The Harvest Festival was a great success. • Stay & Play at Hovingham had been well received and would take place at St Hilda's in due course. • Photographs of the new starters had appeared in the local newspapers. 	
FG/19/133	<u>Matters for inclusion on the next agenda</u> <ul style="list-style-type: none"> • SRE Policy • SDP with RAG rating • EYFS visit report • Finance • Promotion and communication • Skills audit 	
FG/19/134	<u>Dates and venues of next meetings</u> Wednesday 27 th November, Hovingham All meetings would start at 5.30pm but governors were encouraged to visit the schools before meetings to look through books and view classrooms.	

Impact Statements
Governors clarified Link Governor roles and discussed filling vacancies.
Governors scrutinised adviser visit reports and agreed a plan for future support
Governors approved seven policies
Governors received and discussed four governor visit reports

Actions		
Item	Action	Name
FG/19/121	Send letter to the Estate	CA
FG/19/121	Complete Safer Recruiting training	CA
FG/19/122	Contact M Boothroyd re. his role on panels	CA
FG/19/122	Complete Skills Audit in good time for next meeting	All
FG/19/122	Draft advert for new governor following skills audit	JP
FG/19/127	Send SRE guidance document to the Chair	JP
FG/19/129	Send Collective Worship visit proforma to A Reid	JP

Meeting ended at 7.35pm