

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

**Minutes of a meeting of the Full Governing Body of the Federation held at St Hilda's CE Primary on  
Wednesday 2<sup>nd</sup> December 2015 at 5.30 p.m.**

**Present:**

<b>James Pynn (Head)</b>	<b>Rosalind Garnish</b>
<b>Mark Wilson (Chairman)</b>	<b>Jayne Conacher</b>
<b>Jane Holloway (Vice Chairman)</b>	<b>Lynn Lealman</b>
<b>Victoria Forrester</b>	<b>Freda Shaw</b>
<b>Sallie Harland</b>	<b>Martyn Boothroyd</b>
<b>Jeff Thorpe (Clerk)</b>	

**In Attendance:**

<b>Andrew Coulthard</b>	<b>Johanna Senior</b>
<b>Heather Leggett (School Business Manager)</b>	

The meeting was opened by a prayer led by Mark Wilson. The Chairman then welcomed everyone to the meeting and governors introduced themselves to the guests.

**FG/16/45 Apologies for Absence**

No apologies had been received.

**FG/16/46 Governor co-option**

The Chairman reported that Mark Blades had resigned as a co-opted governor due to pressure of work meaning the FGB now has two vacancies for co-opted governors. He was therefore very pleased to welcome Andrew Coulthard and Johanna Senior who were attending the meeting as observers with a view to potentially becoming co-opted governors of the Federation.

Governors wished to thank Mark Blades for his contribution to the schools during his time as a governor and wished him well for the future. The Chairman has already written a letter of thanks on governor's behalf.

**FG/16/47 Declaration of Interest & Items of Confidentiality**

There were no declarations of interest made. Governors agreed that item 7 (confidential minute update) be minuted confidentially. Governors discussed whether item 24 (HT Performance Management) should be confidential but were assured that there was no confidential content in the report to be made.

**FG/16/48 Notification of Urgent Other Business**

There were no notifications of urgent other business.

**FG/16/49 Public & Confidential Minutes of the FGB held on 19/10/2015 and confidential minute of the meeting on 21/9/15**

Governors scrutinised the public minutes of the FGB meeting on 19/10/2015 and noted that in Item 16/36 the spelling should be corrected to Mike *Smitt* not Mike Smyth. Subject to this amendment which was initialled by the Chairman the minutes were agreed as a correct record and duly signed and dated to this effect.

The confidential minutes of the meetings on 21/9/15 and 19/10/15 were both read out and agreed as a correct record. These were then signed and dated by the Chairman and returned to Mr Pynn to place in the confidential file in school.

To make the best use of the SBM's time it was agreed to take item 10 (the school budget) and item 11 (financial benchmarking and SFVS) as the next items.

At 5.41 Jayne Conacher joined the meeting.

**FG/16/50 To approve and adopt the revised school budgets (Core Function – Financial)**

The SBM circulated paper copies of the Hovingham and St Hilda's budgets that had been discussed at the last meeting and asked if there were any questions.

*Hovingham*

Q. Where does the clerking contract cost now show?

A. It is part of the line marked "supplies and services".

Q. There is a projected increase in the budget for teaching support staff for 2016. Is this affordable?

A. Overall the budget remains broadly neutral.

Q. What percentage of the budget can be carried forward year on year?

A. 15%

Overall there has been a decrease in the in-year revenue position of 2.1K since the last forecast.

**Governors approved the revised 2015-16 budget for Hovingham CE VC Primary School.**

*St. Hilda's*

Q. There is a substantial drop in the delegated budget between 2015/16 and 2016/17. What is the cause?

A. Projected pupil numbers drop by 2 pupils and with the known movement of pupils pupil premium (PP) income will also fall.

Q. Does the provision of free school meals mask the potential number of PP children in the school?

A. Potentially yes, but we know our children and many come into the school from Nursery. Forms are sent out in the starter pack so to the best of the school's knowledge all those pupils for whom PP is payable are known.

Q. Why has the supply budget gone down in 2016/17?

A. An intervention currently in place is not budgeted to continue

Q. The school is running in deficit. When will this have to be tackled?

A. (JP responded) Currently this is being funded through balances brought forward and there are a number of unknowns. These are expected to become clearer in the near future at which point this will need to be addressed.

Q. Why are there higher A&C costs at St Hilda's than Hovingham?

A. The difference is small and based on historic expenditure. The difference has no specific base except miscellaneous costs.

**Governors approved the revised 2015-16 budget for St. Hilda's, Ampleforth CE VC Primary School.**

**FG/16/51 Financial Benchmarking & SFVS Review (Core Function – Financial)**

The SBM took governors through the main points of the two benchmarking reports.

*Hovingham*

Hovingham has been compared with 20 other primary schools of between 25-40 pupils without a nursery and in receipt of sparsity funding giving a reasonable comparative cohort.

The main observations noted were:-

- Numbers of teachers slightly above average but since September hours have been reduced bringing the school more into line with the group.
- Changes to clerking arrangements mean admin hours are now 22.5 p.w., below average. Costs are slightly higher than average due to the employment of an SBM but also reflects that the school does not pay into the FMS service.
- There are no HLTA hours in school. ATA hours are now 28.75 p.w. putting the school above average.
- Energy spend is above average reflecting the electricity cost for heating. This should reduce now the secondary double glazing is in place.
- The level of voluntary contribution to school trips etc. is relatively low

Governors then asked the following questions:

Q. When will we see the impact of the secondary glazing on energy bills?

A. At least a year, and then we will not necessarily see a cost saving if energy prices rise.

Q. Could we ask for more contributions to trips if these are low?

A. Contributions are by their nature voluntary and in the past have in certain cases been subsidised from the school fund. This is now at a low level and hence the need to review if the volume of trips is continued.

Q. Is there any way in which we can increase SEN funding against the new criteria?

A. No. Not at present.

*St. Hilda's*

St Hilda's data has been compared with 9 other primaries with between 10 and 41 pupils who also have a nursery class. St Hilda's is the joint smallest school in the comparison group. This is a small comparative group and so by necessity this is a mix of those who receive sparsity funding and those who do not.

The main observations noted were:-

- Funding per pupil is the highest in the comparative group
- There is a high proportion of teaching staff on the leadership scale reflecting the HT 0.5 contract.
- Teaching staff costs are the highest in the group. It is likely other schools of this size have a teaching Head.

Overall nothing particular "sticks out" and there were no further questions.

JP thanked the SBM for the work put in in preparing the reports.

### *School Financial Value Standard (SFVS)*

The SBM explained that because the two schools had now federated work on producing this needed to start afresh. The SBM and HT are scheduled to meet to discuss this in the near future and the draft will be brought back to the FGB in the spring term. The SFVS needs to be agreed and returned to NYCC by the end of March.

The SBM left the meeting at 6.10 p.m.

### **FG/16/52 Update of confidential minutes**

As agreed above this item was minuted confidentially.

### **FG/16/53 Other Matters Arising**

#### *FG/16/34 Policies*

The **PHSCE, Food and Pay Policies** had all now had the amendments discussed at the last meeting and were **agreed**.

The Child Protection Policy would now need minor amendment with the resignation of Mark Blades. **Subject to this change the Child Protection Policy was agreed.**

#### *FG/16/28 Forest Schools*

JP reported that the meeting regarding use of Hovingham Estate land for forest schools was now scheduled for January. Forest school work should start in the spring term.

### **FG/16/54 ICT Contract** (Core Function – Financial)

JP reported that the support contract at Hovingham is coming to an end in December and he proposed to move the contract to an independent contractor, John Crabtree, who he had worked with before as he believed this would give the school more scope to develop ICT that met the school's needs going forward. Costs per annum would be similar (£1000 p.a.)

St Hilda's currently is contracted with the Schools ICT service.

Governors asked how long this contract had to run as it would be advantageous to have a single supplier.

JP responded that he didn't currently know but had contacted Smart Solutions to find out.

**Action: JP to report back**

Governors noted the decision and gave their support.

### **FG/16/54 Hovingham Ofsted Report** (Core Function – Educational Performance)

JP reported on the Ofsted report for Hovingham which had been inspected on the 10-11<sup>th</sup> November. The report that the school "requires improvement" in all categories except personal development, behaviour and welfare which was rated "good".

The report has now been circulated to staff, governors and parents and will be available on the Ofsted website shortly. JP noted that early parental feedback to him had been highly supportive of the school.

There will now be a series of ongoing meetings with the LA to firm up the details of the LA support plan. These meetings have also included Jean Douglas, Head Teacher at Glaisdale Primary School which is part of the Esk Valley Teaching Alliance. Several members of Hovingham staff have already arranged to visit Glaisdale in order to observe lessons there. An early action will be to undertake a maths and literacy audit at Hovingham.

**Action: JP to produce a post Ofsted action plan**

JP informed governors that normal practice would be for Ofsted to carry out a progress monitoring visit within 3-6 months and for the school to be re-inspected within two years.

MW commented that whilst it was disappointing that Hovingham had gone into “RI” there were a lot of positives to take from the report and there were a lot of supportive parents.

Q. Has there been any increase in the use of “Parent View” since the inspection?

A. No increase has been noted. Parents once they have placed their view rarely update them or only do so when asked.

Following a meeting with Margaret Burton from LA Governor Support she had recommended the school put together a small group of governors to act as a “Rapid Improvement Group” (RIG). To help drive improvement. Initially it was proposed in the meeting that this would consist of MW, JH and VF.

Governors supported the idea in principle and recognised that it was important to be seen to moving on this. They asked however to see the terms of reference (TOR) for the group which they would like to review at the next FGB meeting. **Action: VF to circulate model TOR**

It was important that the varied skills of governors were utilised as others may wish to be involved and the whole governing body own the actions. In the meantime, the interim RIG would meet with JP as soon as practicable to put together an action plan to drive the required improvements noted in the Ofsted report.

#### **FG/16/55 EDA Visit Report**      (Core Function – Educational Performance)

The EDA Penny Vernon had visited JP in September and a report of the visit had previously been circulated. There were no further questions.

It was noted that many of the weaknesses found by Ofsted had been identified earlier but that measures taken to address these following the EDA visit had not had time to imbed before the Ofsted.

#### **FG/16/56 RAISE on line – St Hilda’s**      (Core Function – Educational Performance)

The RAISE on –line data for Hovingham had been discussed with the Ofsted inspector and had been taken into account in the Ofsted report conclusions.

The data had been sent out for governors to review on 13<sup>th</sup> November. In considering the RAISE on-line data for St. Hilda’s JP reminded governors that they were dealing with very

small cohorts and therefore national comparisons need to be treated with care as the figures can be highly influenced by a single child.

Governors asked the following questions:

Q. Are the current St Hilda's Y6 pupils on track?

A. Pupils are broadly on track to meet end of year expectations.

Q. Are pupils aware of their end of year age related expectation (ARE)?

A. Yes. In Y6 and lower down the school where pupils are behind this they are being given additional support where required.

Q. What targets do we set?

A. We use aspirational targets which is generally to exceed ARE at the end of year.

Q. Do we track progress for each pupil against expectations in each subject area?

A. Yes.

Q. How often are pupils assessed.

A. Pupils are assessed every half term and these assessments are moderated with other schools in the cluster.

There were no further questions.

#### **FG/16/57 Governors & Leader's Contact**

JP minuted his gratitude to all the governors who had made contact with their respective class contacts.

VF has met with the Maths subject leader

JC has met the EYFS teacher

MB is coming next Wednesday to meet the Literacy leader.

There was a short discussion on how these visits should be recorded and JP confirmed that it would be helpful to have a written record for the file. Margaret Burton from governor support had supplied a model pro-forma.

**Action: JP to circulate**

#### **FG/16/58 Governance Meeting feedback**

Margaret Burton from governor support had visited to carry out a "governance health check" and had met with JP and VF. She made a variety of recommendations which VF read out. Governors asked to have this circulated.

**Action: VF**

Recommendations included joining the National Governors Association which can provide a lot of useful information such as model policies and news on educational developments nationally. The cost is £77 per annum. Governors agreed this would be a positive move and agreed that the federation should join.

**Action: JP**

Freda Shaw and Rosalind Garnish left the meeting.

### **FG/16/59 Governor Monitoring & Governor Training**

FS had attended a diocesan training course on Ofsted

### **FG/16/60 Policy Review (Statutory Responsibility)**

All the policies had been distributed with the papers for the meeting. The clerk Mr Thorpe suggested a system used in some other schools which he clerked where policies being presented are “traffic lighted” to highlight those policies which were new and required detailed discussion and those that had only minor changes. All the policies presented to the meeting had only had minor changes to existing policies.

#### *Budget Management Policy*

There were no further comments. **The policy was agreed.**

#### *H& S Policy: Hovingham/H&S Policy St Hilda's*

These required a further minor amendment to remove Mark Blades name now he has resigned. **The policies were agreed.**

#### *Child Protection Policy*

There were no comments. **The policy was agreed.**

#### *Collective Worship Policy*

There were no comments. **The policy was agreed.**

#### *Privacy Policy 2015: Pupils*

This is a model policy. There were no comments. **The policy was agreed.**

#### *Privacy Policy 2015: Staff*

This is a model policy. There were no comments. **The policy was agreed.**

#### *RE Policy 2015*

There were no comments. **The policy was agreed.**

#### *Science Policy*

There were no comments. **The policy was agreed.**

#### *Behaviour Policy*

There were no comments. **The policy was agreed.**

#### *Complaints Procedure & Complainants leaflet*

There were no comments. **The policy was agreed.**

All these policies will now be posted on the website. **Action: JP**

### **FG/16/61 Premises Update**

JP had had a meeting regarding property maintenance at St Hilda's.

The recommendations were referred to the RIG. There will be a visit to Hovingham tomorrow when the snowboards on the roof will be discussed. Recommendations from this visit will also be referred to the RIG. The Fire Risk assessment has judged that St Hilda's meet current requirements but there remains an issue regarding the audibility of the bell which needs to be addressed. **Action: JP**

### **FG/16/62 Safeguarding (Statutory Responsibility)**

Yesterday the school received a new and more comprehensive safeguarding audit pack that needs to be completed by 6<sup>th</sup> February 2016. Each of the questions now needs to be rated on a five-point scale. The pack was referred to Martin Boothroyd (safeguarding governor) for comment and recommendations on the actions required. This would then be returned to the FGB for agreement. **Action: MB**

### **FG/16/63 St Hilda's 50<sup>th</sup> Anniversary feedback**

JP reported that this had been a fantastic event with 60-70 people attending the open day on Sunday 22<sup>nd</sup> November.

### **FG/16/64 Edinburgh Residential Visit 14-16 March 2016**

The trip is being planned for year 4,5 and 6 pupils and is non-compulsory. JP was seeking governor's approval for the visit to proceed.

Q. What will happen to children who do not go?

A. SH responded that this would depend on numbers but in past years these pupils had undertaken a special project with the particular aim of having as much fun as those going on the trip!

JP reported that had a number of requests for use of pupil premium money to subsidise the trip. Governors asked questions about the background.

Governors agreed to the trip going ahead and granted JP discretion on the use of PP funding to subsidise this for some pupils. **Action: JP**

### **FG/16/65 Head Teacher's Performance Management (Statutory Responsibility)**

The HT Performance Management Committee (MW, FS, VF) had met with Lou O'Brien (EDA) and provisionally agreed targets for 2015/16. They are awaiting a final version for approval.

### **FG/16/66 Any Other Urgent Business**

None

### **FG/16/67 Impact Statements**

- **Educational Performance** – The FGB had considered the evidence from the Ofsted report, EDA visit and RAISE on-line data and recognised that pupil progress needed to markedly improve. They would ensure through the leadership team that all pupils were given aspirational targets wherever possible at least at ARE expectations.
- **Financial Performance** – A revised budget had been agreed and benchmarking reports examined to oversee the effectiveness with which resources were being spent.
- **Responding to the Ofsted recommendations** – A Rapid Improvement Group is being established to help governors work with the HT to develop an effective action plan.
- **Statutory Responsibility** – Policies have been agreed to ensure a safe environment. The new safeguarding audit planner is being assessed.

**FG/16/68 Dates of Future Meetings**

The next FGB meeting will be on Wednesday 13<sup>th</sup> January 2016 at 5.30 p.m. at Hovingham School. Helen Davis and Margaret Burton will both be attending.

There being no further business the meeting closed at 7.50 p.m.

Signed.....

Dated.....