

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

Wednesday 10th June 2020, Virtual Meeting

[Meeting was conducted using Microsoft Teams due to Covid-19 restrictions]

Present: **Clare Almond** (Chair) **Amy Kirk**
 James Pynn **Andrew Reid** (Vice Chair)
 Jane Richardson **Johanna Senior**

In Attendance: **Helen Lowdell** (Clerk)

Apologies: **Martyn Boothroyd**

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/20/050	<u>Welcome</u> The Chair welcomed governors and said a prayer.	
FG/20/051	<u>Apologies for absence</u> Martyn Boothroyd sent apologies for health reasons. Apologies were consented to. Jayne Conacher and Frances Standen did not attend the meeting.	
FG/20/052	<u>Declaration of Interest & Items of Confidentiality</u> There were no declarations of interest. There were no items of confidentiality.	
FG/20/053	<u>Previous Minutes</u> <i>[Minutes from the meeting dated 6th May had been circulated with the agenda]</i> Governors scrutinised the public minutes of the meeting held on 6 th May. The minutes were AGREED as a correct record and would be signed by the Chair at the next available opportunity. <i>[Minutes from the emergency meeting dated 27th May had been circulated with the agenda]</i> Governors scrutinised the public minutes of the meeting held on 27 th May. The minutes were AGREED as a correct record and would be signed by the Chair at the next available opportunity.	

Comment: Some schools seem to be using a system of rotation, but the guidance advises against that.

Comment: We are accommodating all the children we are required to accommodate but if we have to accept others, we will become unstuck.

Q. Are you happy with access to testing?

A. Yes, and I have experience of a person who was able to access a test easily. The test and trace information from NYCC is very clear.

Q. Are the procedures going OK?

A. Yes and the kids have been brilliant. The parents at St Hilda's now have a one-way system and they have been very good at using that. We had the issue of gates opening directly onto the pavement and organising vehicle access, but it has gone very well. I think parents have been reassured by these first impressions.

The Head went on to explain that staff at Hovingham had suggested using the Early Years gates and that drop-off at the school was calm and positive and had received good feedback from parents.

Comment: It's a credit to the staff. This has been very new and challenging but people are working really well together.

Teaching and Learning

Q. How are the teachers doing, both in school and with home learning. Is it going well?

A. [Staff governor] For me, it's just about manageable. My PPA this afternoon in school was challenging. I know that my colleagues are also finding it hard – I'm not sure what we can do to make it better.

A. [Head] One way could be to start working smarter across the Federation although I'm aware that you all know your cohorts very well and we want to avoid offering something very generic. There will be some scrutiny of the home school offer and I think ours is very good. I know that there are some families we haven't yet heard from and I want to address that so I am going to encourage parents to call me – I think this would be less problematic than me calling parents directly. Home learning is tricky but it can be helped by knowing that contact is there, especially as the children won't be back until September.

Q. Are there any safeguarding issues if parents don't get in touch?

A. I have no cause for concern. We are following guidance to ensure that teachers don't talk to children without being on speakerphone and parents must also be in the room.

Q. What else is happening in terms of teaching and learning?

A. We are still delivering a broad and balanced curriculum. We are also being careful to avoid kids being disadvantaged by being in school or not. We need them to have as good a deal whether they are in school or at home.

Staffing

It was noted that Michelle Carter was back at work but that she was working from home at present. Sarah Watkins was working at the school on a supply basis from Wednesdays – Fridays. She had worked with the Head on the

day of the meeting and had worked with Julie Caddy and Olivia Marton the previous day.

An advert had been put out for maternity cover for the next academic year and the Head and Chair had seen eight applications. Online interviews would take place during w/c 15th June. It had been made clear to S Watkins that her role was temporary supply only.

Q. When will maternity cover start?

A. Early October until the next academic year and perhaps beyond as there will be some flexibility.

School meals

The cost of schools meals was expected to go up to £2.92 at St Hilda's and £3.13 at Hovingham although it was noted that due to Covid-19, meals at St Hilda's were currently coming from St Benedict's and those at Hovingham were coming from Ryedale School so it was difficult to say what the situation would be in September.

Q. Why are meals coming from Ryedale?

A. County Caterers are not operating from Hovingham at the moment due to a lack of demand – it's not viable for them.

Q. Is there a mix of pack-ups and school dinners?

A. The meals at Hovingham are pack-ups and there are a variety of cooked meals at St Hilda's.

Q. Are the children using disposable cutlery?

A. No, they have metal cutlery that is collected and washed for the next day.

Governors discussed the cost increase and it was felt that £3.13 would be a lot for parents to pay, especially those with more than one child. It was agreed that the matter should be discussed again in September and reviewed in December.

School websites

[Document indicating three options and costs had been circulated with the agenda]

Governors were reminded that the current websites had been designed and maintained by Schools ICT. The other two options were from John Crabtree, the Federation's ICT consultant and from Greenhouse School Websites, for comparison.

Q. Are you happy with the support you have had from Schools ICT?

A. Yes. There haven't been any issues with them.

Q. You seem to work well with John [Crabtree]?

A. Largely, although he works with a lot of schools so isn't always able to respond immediately. If we work with him, the sites could be as bespoke as we liked.

Q. How many are there in his team?

A. It's just him, but he has a lot of experience of working with schools.

Q. We currently have two sites. Is there a way that we can just have one site for the Federation?

A. It is an option. Having two sites is about maintaining the distinctiveness of the two schools – hence two charges.

It was noted that Schools ICT had indicated that their quote would be lower than usual due to the current circumstances.

Q. What can you say about the other one [Greenhouse]?

	<p>A. It doesn't seem very different to Schools ICT but again, it looks a bit more customised in terms of layout.</p> <p>Governors discussed the three options and it was felt that moving to a new provider could be complex and unnecessary.</p> <p>Governors AGREED to work with Schools ICT with support from John Crabtree.</p>	
FG/20/056	<p><u>Finance</u></p> <p><u>Budget monitoring</u></p> <p>Papers had not been circulated for this item so it would be deferred until the next meeting.</p> <p><u>Premises inspection reports</u></p> <p><i>[Reports for both schools had been circulated with the agenda]</i></p> <p>The Head explained that inspections had been carried out before lockdown and that actions and timeframes had been arranged.</p> <p>Governors had no further questions.</p> <p><u>Urgent other business</u></p> <p>Governors were advised that the School Business Manager was looking to implement internet banking and BACs payments. The Head explained that this would make banking much easier, especially in the event of future lockdowns. It was noted that appropriate safeguarding measures regarding signatories would be in place as they are currently.</p> <p>Governors AGREED to the school using internet banking and BACs payments.</p>	
FG/20/057	<p><u>Safeguarding</u></p> <p>Governors were advised that photos and updated risk assessments were available for them to view on the Cloud.</p> <p>A standard Child Protection addendum update from NYCC had been sent to staff.</p> <p>Governors APPROVED the Children Protection addendum update on the recommendation of the Head.</p> <p>The document would be published on the school websites.</p>	
FG/20/058	<p><u>Health & Safety</u></p> <p>The Head reported that the following infection control measures had been implemented:</p> <ul style="list-style-type: none"> - Updated cleaning schedules and checklists - Additional thorough cleaning by cleaners, staff and the Head - Lidded bins in each classroom - Lidded bins in the toilets - Many resources taken out of circulation <p>Q. How do you keep the equipment you are using clean?</p> <p>A. We spray and wipe with aerosol sprays and if necessary, disinfect items overnight. A concentrated version of D10 is being used.</p> <p>Q. How do you deal with books?</p> <p>A. Pupils have packs with their own books and equipment that is only to be used by them. There is no marking although we give plenty of verbal feedback. We are not using reading books at the moment. Photocopied sheets and exercise books are fine but any artwork or modelling is being photographed only.</p>	

FG/20/059	<p><u>Governing Body Business</u></p> <p><u>Potential new governors</u> The Chair explained that after a strong recruitment phase, this had been put on hold for the time being. The Head felt that it would be more appropriate to invite potential new governors to a meeting when they are able to be held in school again, especially as there was no current pressure for the governing body to expand. The Chair would contact all prospective governors by email to explain the situation.</p> <p><u>Link governor roles</u> It was noted that physical monitoring of the school was not currently possible although additional meetings were a form of monitoring. The link governor for SEND would contact the SENCO to discuss home learning and the emotional needs of the children. <i>Q. Is there any mental health support available for the pupils?</i> <i>A. There is some from Compass Buzz. My encouraging parents to phone me up is partly about supporting mental health.</i></p> <p><u>Succession planning</u> The Clerk asked governors to start considering whether they had the interest and capacity to stand for Chair or Vice Chair at some point in the future. The Clerk would circulate job descriptions of both roles along with a reminder of term of office. It was noted that staff governors were not eligible for the roles of Chair or Vice Chair.</p>	CA JR Clerk
FG/20/60	<p><u>Policies</u></p> <p><u>SRE</u> It was noted that a decision on the SRE policy had been deferred until summer 2021. The Head pointed out that the school had been working on the policy already.</p> <p><i>[Flexible Working and Hearings and Appeals policies had been circulated prior to the meeting although with very short notice]</i></p> <p><u>Flexible Working Policy</u> It was noted that this was a standard NYCC policy. Some governors had not had the opportunity to read the policy in full. Governors APPROVED the standard NYCC policy This would be re-visited at the next meeting to ensure all governors had had the opportunity to read the policy in full.</p> <p><u>Hearings and Appeals Policy</u> It was noted that this was a standard NYCC policy. Some governors had not had the opportunity to read the policy in full. Governors APPROVED the standard NYCC policy This would be re-visited at the next meeting to ensure all governors had had the opportunity to read the policy in full.</p>	
FG/20/061	<p><u>Matters for celebration</u></p> <ul style="list-style-type: none"> - Both schools were open - The children attending were happy and learning 	

	- Staff were congratulated for working extremely hard and well in very challenging circumstances	
FG/20/062	<p><u>Items for inclusion on the next agenda</u></p> <ul style="list-style-type: none"> - Budget monitoring - Staffing - End of year assessments <p>Q. How are you planning to carry out assessments?</p> <p>A. Staff have been asked to confirm Spring term assessments and we have used Fisher Family Trust to think honestly and professionally and what these children would have done. I am mindful of the workload on staff as they are also having to write end of year reports.</p> <p>Q. How will you do that if children have not engaged with home learning?</p> <p>A. It will have to be based on March. They will be based on knowledge of children at that time and it will be in context. We also have to consider the level of independent learning taking place at home.</p>	
FG/20/063	<p><u>Next meeting</u></p> <p>The next virtual meeting would take place on 8th July.</p>	

Impact Statements
Governors scrutinised and asked questions of the Headteacher's verbal report
Governors approved a quote for the school websites
Governors approved the use of internet banking
Governors received and approved two policies and approved a third on the guidance of the Headteacher

Actions		
Item	Action	Name
FG/20/054	Complete Safer Recruitment training	CA
FG/20/054	Inform governors of any financial training	Clerk
FG/20/059	Contact prospective governors with update	CA
FG/20/059	Contact the SENCO re home learning for children with SEND	JR
FG/20/059	Circulate job descriptions for Chair and Vice Chair and terms of office	Clerk

Meeting ended at 6.40pm

The following acronyms may have been used throughout the minutes:

ARE: Age Related Expectation

EHCAR: Education Health and Care Assessment Request

EOY: End of Year

EVA: Esk Valley Alliance

EYFS: Early Years Foundation Stage

FGB: Full Governing Body

FSM: Free School Meals

GLD: Good Level of Development

GSINs: Governors School Improvement Network meetings

KS2: Key Stage Two

KS1: Key Stage One

NYCC: North Yorkshire County Council

MSL: Maths Subject Leader

NAHT: National Association of Head Teachers

PAN: Published Admission Number

NQT: Newly Qualified Teacher

RI: Requires Improvement

ROV: Record of Visit

SBM: School Business Manager

SEF: Self Evaluation Form

SENCo: Special Educational Needs Coordinator

SFVS: Schools Financial Value Standard

SIA: School Improvement Advisor

SIRO: Senior Information Risk Owner

SPOC: Specific Point of Contact

RIG: Rapid Improvement Group

RSE: Relationship and Sex Education

SDP: School Development Plan

SEN: Special Educational Needs

SGOSS: School Governors' One Stop Shop

SIAMS: Statutory Inspection of Anglican & Methodist Schools

SPO: Strategic Planning Officer

SRE: Sex and Relationship Education