

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

Thursday 24th June 2021, Virtual Meeting

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

Present: **Clare Almond** (Parent: Literacy / RSE)
 Kim Colenso (Co-opted: EYFS)
 Amy Kirk (Staff)
 James Pynn (Head)
 Jo Senior (Co-opted: Interim Chair / Maths / Safeguarding /
 Communications)
 Frances Standen (Parent: Communications)
 Lucy Willshaw (Foundation: Vision)
 Liz Bassindale (Associate member)
 John Crabtree (Associate member)

In Attendance: **Carole Goodchild** (National Leader of Governance)
 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 5.35pm

Item	Minute	Action
FG/21/050	<p><u>Welcome</u></p> <p>The Clerk welcomed governors and L Willshaw said a prayer.</p>	
FG/21/051	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • J Richardson sent apologies due to prior commitments. • L Wilshaw sent apologies for having to leave early due to family commitments. • L Bassindale sent apologies for arriving later due to work commitments. • F Stander would be available for part of the meeting only due to family commitments. <p>Governors consented to apologies and the meeting was quorate.</p>	
FG/21/052	<p><u>Elections</u></p> <p>J Senior agreed to stand as Interim Chair of Governors until the end of term. Governors agreed to vote with a show of hands.</p> <p>Decision: J Senior was unanimously elected Chair of Governors until July 23rd 2021.</p> <p>The Clerk asked for candidates for the role of Vice Chair of Governors. There were no candidates, and the post remained vacant.</p>	

FG/21/053	<p><u>Declaration of interest and confidentiality</u></p> <p>There were no declarations of interest. There were no items identified as confidential.</p>	
FG/21/054	<p><u>Urgent other business</u></p> <p>It was noted that one additional policy had been circulated just prior to the meeting.</p>	
FG/21/055	<p><u>Previous minutes</u></p> <p><i>[Minutes of the meetings on April 29th and June 7th had been circulated with the agenda]</i></p> <p>An error in the attendance list of June 7th was noted and would be corrected by the Clerk.</p> <p>Decision: Governors approved the minutes of the meetings on April 29th and June 7th subject to correction to attendance list.</p>	
FG/21/056	<p><u>Matters arising</u></p> <p><u>April 29th</u></p> <p><u>FG/21/006: Curriculum Maestro</u> J Richardson and J Senior had received contact information for Maestro rep., Nicola but had not yet made contact.</p> <p><u>FG/21/035: Fencing</u> The Estate had given the impression that the fencing had been adequate for 150 years so did not need replacing. Planting behind the fencing had been discussed by governors in April. It was suggested that a visit from one from the Estate team and some governors could help to find a solution. Action: J Senior and K Colenso would contact the Estate and make a site visit to assess the fencing.</p> <p><u>FG/21/042: Former governors</u> J Senior had sent a card and gift to Jayne Conacher to thank her for serving on the governing body for nine years. Jayne had responded by thanking the governors and saying that she would continue to help and support the schools.</p> <p><u>FG/21/045: Training</u> The Head had not yet contacted Julie Pattison about the next stage in her training programme as they felt that this should happen when the governing body had a long-term Chair and Vice Chair.</p>	JS / KC
FG/21/057	<p><u>Governing body business</u></p> <p><u>Governor vacancies and potential new governors</u></p> <ul style="list-style-type: none"> • The Head reported that the potential new governor discussed at the last meeting had been approached but they felt that they were not the right fit for the schools. • A second potential governor was being explored by J Pattison. • An advert had been placed on the Inspiring Governance website. • Action: J Senior would explore the Volunteer Hub as another possible avenue to recruit. • C Almond suggested approaching the Young Farmers. • A notice about parent governors had been put out to both schools but there had been no response so far. It was noted that grandparents would 	JS

	<p>only be eligible to stand as parent governors if they had legal custody of a child.</p> <p><u>Governor training</u> <i>[Training report had been circulated at the agenda]</i></p> <ul style="list-style-type: none"> • Governors noted the wide range of training that they had undertaken between them. • It was best practice for governors to take Prevent and Safeguarding training. Two NYCC Safeguarding training sessions were available to governors in the form of free webinars. These would be held on the evening of 5th July and the morning of 6th July. Action: The Head would ask the SBM to book J Senior and K Colenso on the Monday course. • As well as the Local Authority, training could be accessed through the Diocese and through the provider Educare. <p><i>[Executive Leadership Programme documents had been circulated prior to the meeting]</i> J Senior reported that the third and final session of the ELP had focussed on finance and formatting of the Headteacher report. She described the training overall as very good.</p>	JP
FG/21/058	<p><u>Strategy</u></p> <p><u>Federation vision plan</u> <i>[Federation vision SDP had been circulated prior to the meeting]</i></p> <p>The Head explained that an initial meeting with NLE Ian Clennan had clarified what to ask and how and that this fed into a questionnaire. A follow-up meeting looked at the eleven responses and identified that there were gaps in the shared understanding of the vision and what it could be. A plan with milestones had been created as a response.</p> <p>Governors expressed concern about the wording of the document, particularly the assertion that governors did not understand the vision.</p> <p><i>Q. I thought that the vision was led by governors...it doesn't seem very joined up. I take that it's a work in progress but who makes the decision that we don't understand?</i></p> <p><i>A. It was clear from responses that not everybody did have an understanding of the vision now and going forward.</i></p> <p><i>- I feel that governors have been asked to fill in a form individually with no opportunity to talk about it. This is a governor-led thing and I'd like the progress to be a bit more holistic.</i></p> <p><i>[L Bassindale arrived at 6.10pm]</i></p> <p>It was clarified that governors, teaching staff and support staff representatives were involved in the working party and that this document constituted the beginning of a process.</p> <p>Governors asked for assurance that the governing body would be able to work together on consultation, reporting and discussion as a way to produce a well-considered vision that staff, pupils and parents could easily understand.</p> <p><i>- I think there is a lot we can do immediately to make the vision more visible.</i></p> <p><i>- We need a deep understanding to be able to transfer our understanding to everybody.</i></p>	

Q. How are we going to deliver this?

A. It links to our communication strategy.

A. We did discuss how to do this through staff meetings and worship for pupils.

Q. My issue is what is really going to get done? Are we all working together on this? We need to show that we are going to do things and work together.

A. I don't think we will resolve this at this moment. I hear you and I value what you are saying but I do think we're in a position to start doing something now.

C Goodchild suggested creating a governing body action plan for the vision, including a timeline.

Strategy for increasing pupil numbers

The Head gave an update on actions identified at the last meeting:

- The schools could be promoted through nurseries.
- Photographs had been taken to use on the new website as well as social media. Publicity would reference a visit from an Olympian athlete.
- New signage would be put up at Hovingham.
- A follow-up meeting would take place in July with Julie Pattison and Matt George from NYCC.

Wrap-around care had been discussed in detail at the last meeting [FG/21/047]. The Head explained that an advert had gone out to recruit a play leader and the deadline had been extended to allow for more applicants. In the meantime, the school would run a programme of after school clubs.

Communications

[F Standen joined the meeting at 6.30pm]

Governors discussed communications and raised the following points:

- J Crabtree had started work on a marketing campaign comprising a series of 30-second video clips which would reinforce the school vision. With governor approval, this would be released through Facebook and Instagram as well as the website.
- Other suggestions included press releases through the Gazette and Herald about the visiting athlete and Forest Schools and advertising in the village shop. It was recommended that press releases mentioned the range of after school clubs although the Head noted that prospective parents were really seeking the certainty of long-term wrap-around care.
- **Action:** F Standen would write a press release on 'a week in the life' of the schools and send it to the Head, Chair and L Bassindale for comments.
- **Action:** The Head would arrange for photographs of the Olympic athlete and wildlife club to accompany the press release.
- **Action:** An end of term tea on the green was suggested for Hovingham and a similar event could take place on the grounds of St Hilda's. The Head would approach parents to help.
- The Head had been exploring an end of term lunch or event for Y6 pupils, taking into account government guidelines.
- The Head had researched banners and had found a company online who would be able to produce one within a week.

[F Standen left the meeting at 6.45pm as previously arranged]

FS

JP

JP

FG/21/059	<p><u>Staff health & wellbeing</u></p> <p>The Chair noted that governors had strong feelings about this important issue. The former Chair had made a start and J Richardson was now leading the process. The next steps were outlined:</p> <ul style="list-style-type: none"> • J Richardson would speak with Megan Anderson, HR advisor, NYCC. • J Senior, J Richardson and C Almond to meet with teaching and support staff separately in September. • The Head would join these meetings part way through. • L Willshaw and J Crabtree would support the process as required. • It was suggested that face-to-face or blended meetings should be offered. C Almond had researched guidelines with TES and found that schools could follow the same guidance as office-based staff. <p><i>Q. One member of staff has left since the consultation. Should they be invited to take part in this process?</i> <i>A. J Richardson can find out about this.</i> Action: J Richardson to contact HR and find out about this point.</p> <p><i>- Staff might have concerns about their job security due to a fall in pupil numbers. We need to reassure them of financial stability in the short to medium term.</i></p>	<p>JR JS/JR/CA</p> <p>JR</p>
FG/21/060	<p><u>Headteacher report</u></p> <p><i>[The Headteacher report had been circulated with the agenda]</i></p> <p>The Head went through the report and raised the following points:</p> <ul style="list-style-type: none"> • The data related to delayed spring term assessments that had taken place in the first couple of weeks of the summer term. Summer term assessments were underway. • There would be no statutory assessments this year and it was noted that this would impact on the reliability and validity of data going forward. • A standardised score would be identified using PIRA for English (reading) and Headstart for Maths. Writing was more complex and required teacher assessment to decide whether pupils would meet KS1 and KS2 expectations. • A staff member returning from maternity leave had requested fewer hours and consultation with other staff had found a way to make this possible: <ul style="list-style-type: none"> <u>Hovingham</u> <ul style="list-style-type: none"> ○ Class 1: JC on Mondays and Tuesdays ○ Class 1: MC on Wednesdays and Thursdays ○ Class 1: DD on Fridays ○ Class 2: DD on Mondays, Tuesdays and Wednesdays ○ Class 2: CM on Wednesdays, Thursdays and Fridays ○ PPA: DD Wednesday PE lesson <u>St Hilda's</u> <ul style="list-style-type: none"> ○ Class 1: AK full time ○ Class 2: FDA full time ○ PPA: JP • PE lessons held by D Dunning (who has a PE qualification) would mean that Hawkes would not be needed on Mondays so there would be no after school sports club on that day. However, tennis would still be offered. 	

	<ul style="list-style-type: none"> It was hoped that the schools could return to Federation Fridays if government guidelines permitted. <p>Q. As EYFS is a priority, do you have any worries about three teachers covering Class 1 [at Hovingham] in terms of continuity?</p> <p>A. With a return to Federation Fridays, we would have to do this anyway. One mitigation is that D Dunning would know pupils through PE on Wednesdays. PPA on Wednesday mornings would be used for team teaching etc.</p> <p>Q. Would you say that this staffing structure was an improvement on the current one?</p> <p>A. There is more continuity.</p> <p>Q. Will M Carter be coming back to lead EYFS?</p> <p>A. We have not had that discussion yet. It is likely that we will be changing to a system of subject leaders. I will talk to M Carter about this. Next year will see the start of the new EYFS framework, which would mean more collaboration.</p> <p>The Head noted that the monitoring timetable looked much tighter and rigorous.</p> <p>- Thank you for the Federation staff briefing. It helped me to understand more clearly about what is going on.</p> <p>A. This is so that all staff are aware of what's coming up.</p> <p>The Chair noted that there would potentially be a new style of Headteacher report in September.</p>	
FG/21/061	<p><u>School development plan</u></p> <p><i>[SDPs for 2020/21 and 2021/22 had been circulated with the agenda]</i></p> <p>The Head noted that the 2021/22 document followed a new format as discussed with Ian Clennan, who had recommended circulating this first draft now. Teaching staff had inputted into the document – D Dunning for Maths, S Watkins for EYFS and F Dodds-Aston for Literacy. The vision strand was in a separate document [FG/21/058] but would be woven into the full SDP.</p> <p>The Chair noted that most reference to the governors had been RAG rated in red but that this was unavoidable given the covid restrictions.</p>	
FG/21/062	<p><u>Finance & premises</u></p> <p><u>Budget report</u></p> <p><i>[The 2020/21 Year End report had been circulated with the agenda]</i></p> <p>The Head reminded governors that the Start Budget had been submitted with the caveat that figures may change.</p> <p>Q. At the meeting before last, we had difficulties around the budget. Is there anything that we as governors need to do or have things changed?</p> <p>A. We would be in a better position to do something in September when we know more about the numbers.</p> <p>Q. Are we expecting numbers to go up? We are significantly in the red.</p> <p>A. This has been discussed with HR. In September we will know for definite about pupil numbers. If we need to go down a certain route, I have been told that we will have plenty of time to do so.</p> <p>- Before that, we need to look down budget lines to see what we can economise on.</p> <p>- Any saving should be linked to the SDP rather than rash cuts.</p>	

	<p>- Yes, I agree that they should be considered decisions. - At the last meeting it was agreed to go forward with the second meeting of the term looking specifically at finance. That may help everyone to focus.</p> <p><u>Sports Premium</u> <i>[Sports Premium report had been circulated with the agenda]</i></p> <p>The Head explained that it had recently been confirmed that Sports Premium would continue for the next academic year and that schools would be permitted to carry forward any underspend. The Head would have a follow-up meeting with the SBM in the next week to discuss any changes to PE with this new information in mind The report would have to be on the school websites by 31st July.</p> <p>Decision: Governors approved the Sports Premium report.</p>	
FG/21/063	<p><u>Safeguarding</u></p> <p>The Head reported that NYCC had carried out two routine visits which had included checks to the SCR and CPOMs logs. They had discussed a range of things including the Growing Up in North Yorkshire survey, the perception of bullying among pupils and site security.</p> <p>Q. Do we have any anti-bullying posters? A. No, but we do have worry boxes and KS2 children at Hovingham had completed a pupil voice questionnaire that included a question about bullying so staff will be about to tease any problems out.</p> <p>The Head noted that pupils' understanding of British Values had historically been very strong but should now be revisited.</p>	
FG/21/064	<p><u>Health & Safety</u></p> <p>The Head reported that Wayne Thickett [NYCC HandS Service] had visited the schools for internal and external inspections and would produce a report shortly. David Gwillam [NYCC Educational Visits Officer] had met with the Head to discuss forest schools and trips such as the bugs and beetles churchyard visit.</p>	
FG/21/	<p><u>Monitoring visits</u></p> <p>Due to covid restrictions, governors had not been into the school. K Colenso would meet S Watkins to discuss EYFS during the next week.</p>	
FG/21/066	<p><u>Policies</u></p> <p><i>[Policies had been circulated with the agenda]</i></p> <p>The Chair noted that the first four policies were written by the school while the rest were NYCC standard policies. The Head was grateful to F Dodds-Aston and D Dunning for spending a considerable amount of time on the SEN, English and Maths policies so that practice and policy could be in synch.</p> <p>It was noted that all policies should now have the school vision including at the top.</p> <p>SEND Policy and Information Report English Policy Maths Policy Use of Images Policy</p>	

	Recruitment and Selection Policy Work Experience Policy Capability Policy Staff Expenses Policy Educational Visits Policy Governor Allowances Policy Resolving Issues at Work Policy Whistleblowing Policy Decision: Governors approved all twelve policies	
FG/21/067	<u>Urgent other business</u> There was no other business.	
FG/21/068	<u>Matters for celebration</u> The way in which the schools were beginning to engage again with the wider community and the range of activities taking place including the Olympian visit, Forest Schools at Hovingham and worships. <i>Q. Is there any reason by St Hilda's can't do Forest School?</i> <i>A. It's about bussing and bubbles but there's no reason by St Hilda's can't join in the future. They could do it on Federation Fridays on site.</i>	
FG/21/069	<u>Matters for inclusion on the next agenda</u> It was noted that the first meeting of the year would be the preparatory meeting where agenda items could be decided.	
FG/21/070	<u>Date and time of future meetings</u> <ul style="list-style-type: none"> • Preparatory meeting: Tuesday 14th September, 5.30pm • Curriculum focus: Monday 18th October, 5.30pm • Finance focus: Tuesday 23rd November, 5.30pm It would be decided nearer the time whether meetings would be in person, remote or blended.	

Meeting ended at 7.30 pm

Minute	Action	Name
FG/21/056	Contact the Estate and visit Hovingham site to view the fence.	JS/KC
FG/21/057	Explore Volunteer Hub for possible recruitment of new governors.	JS
FG/21/057	Arrange for JS and KC to take Safeguarding training.	JP
FG/21/058	Write press release: 'A day in the life of the schools'.	FS
FG/21/058	Arrange for photographs of visiting Olympic athlete.	JP
FG/21/058	Approach parents for help with end of term tea.	JP
FG/21/059	Speak with HR re staff health & wellbeing.	JR
FG/21/059	Arrange to meet with staff in September.	JS/JR/CA

The following acronyms may have been used throughout the minutes:

ARE: Age Related Expectation	CPOMS: Child Protection Online Management System
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	
HLTA: High Level Teaching Assistant	KS1: Key Stage One KS2: Key Stage Two
MSL: Maths Subject Leader	NYCC: North Yorkshire County Council
NAHT: National Association of Head Teachers	NGA: National Governance Association
NLE: National Leader in Education	NLG: National Leader of Governance
NQT: Newly Qualified Teacher	PAN: Published Admission Number
RI: Requires Improvement	RIG: Rapid Improvement Group
ROV: Record of Visit	RSE: Relationship and Sex Education
SBM: School Business Manager	SCR: Single Central Record
SDP: School Development Plan	SEF: Self Evaluation Form
SEN: Special Educational Needs	SENCo: Special Educational Needs Coordinator
SFVS: Schools Financial Value Standard	SIA: School Improvement Advisor
SIAMS: Statutory Inspection of Anglican & Methodist Schools	
SIRO: Senior Information Risk Owner	SPO: Strategic Planning Officer
SPOC: Specific Point of Contact	