

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

**Wednesday 23<sup>rd</sup> September 2020, Virtual Meeting**

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

**Present:**

<p><b>Clare Almond</b>  <b>Jayne Conacher</b>  <b>James Pynn (Head)</b>  <b>Johanna Senior</b></p>	<p><b>Martyn Boothroyd</b>  <b>Amy Kirk</b>  <b>Jane Richardson</b>  <b>Frances Standen</b></p>
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**In Attendance:**

<p><b>Helen Lowdell (Clerk)</b>  <b>Matt Blyton (School Improvement Adviser, NYCC)</b></p>
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**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 5.45pm*

Item	Minute	Action
FG/20/078	<p><b><u>Welcome</u></b>                      The Chair welcomed governors and said a prayer.                      It was agreed that elections would take place later in the meeting as not all governors had been successful in accessing the online meeting.</p>	
FG/20/079	<p><b><u>Apologies for absence</u></b>                      There were no apologies for absence.</p>	
FG/20/080	<p><b><u>Declaration of Interest &amp; Items of Confidentiality</u></b>                      There were no declarations of interest.                      There were no items of confidentiality.</p>	
FG/20/081	<p><b><u>Urgent Other Business</u></b>                      Governors agreed to discuss a Federation Leadership Network programme at the end of the meeting.</p>	
FG/20/082	<p><b><u>Previous Minutes</u></b>  <i>[Minutes from the meeting dated 8<sup>th</sup> July had been circulated with the agenda]</i>                      Governors scrutinised the public minutes of the meeting held on 8<sup>th</sup> July.  <b>The minutes were AGREED as a correct record</b> and would be signed by the Chair at the next available opportunity.                       Confidential minutes from the meeting on 8<sup>th</sup> July would be signed and filed at the next opportunity.</p>	
FG/20/083	<p><b><u>Matters Arising</u></b>  <u>Safer recruitment training</u></p>	

	<p>The Chair had not completed the training.</p> <p><u>Prospective governors [FG/20/072]</u> An advert for the current vacancies had not yet been circulated to everywhere suggested at the last meeting. It had been circulated to parents and published in Go Local however. This would be discussed in more detail later in the meeting.</p> <p>All other actions had been completed.</p>	
FG/20/084	<p><b><u>Governing Body Business</u></b></p> <p><u>Business Interest Forms</u> Governors were reminded of their Business Interest Forms and asked to complete them at their next visit to the school.</p> <p><u>Register of Hospitality</u> Governors were reminded to declare any gifts or hospitality.</p> <p><u>Standing Orders</u> <i>[Standing Orders had been circulated with the agenda]</i> Governors <b>approved</b> the Standing Orders.</p> <p><u>Code of Conduct</u> <i>[Code of Conduct had been circulated with the agenda]</i> Governors <b>approved</b> the Code of Conduct</p> <p><u>Delegation Planner</u> <i>[Delegation Planner had been circulated with the agenda]</i> Governors <b>approved</b> the Delegation Planner</p> <p><i>[M Boothroyd and J Senior joined the meeting at 6pm]</i></p> <p><u>Panels</u> Governors agreed that the complaints panel should comprise <b>J Senior</b> and <b>J Richardson</b>.</p> <p>It was noted that the Headteacher appraisal panel could not be decided on until the election of a Chair.</p>	
FG/20/085	<p><b><u>Elections</u></b></p> <p>Matt Blyton introduced himself and gave governors some background to the role of Chair of Governors. He advised that governors could co-chair so as to split the responsibility. Governors were told about the TIG Federation, also made up of two schools [Kirk Hammerton and Staveley] that ran successfully with co-chairs for a period of time.</p> <p>Governors were reminded of the process and advised that if no Chair or Vice Chair was elected, a member of the governing body would be chosen to chair the rest of the meeting and an extraordinary meeting would be called to resolve the matter.</p> <p><b>There were no governors nominated to the roles of Chair of Vice Chair.</b> Governors <b>agreed</b> that the remainder of the meeting should be chaired by <b>Clare Almond</b>.</p>	

	<p>Martyn Boothroyd announced that, for medical reasons he would be resigning from the Governing Body. He told governors that it had been a privilege to work with such an effective governing body and that he would keep in contact with the school.</p> <p>The Chair thanked Martyn for his many years of service.  <i>[M Boothroyd left the meeting at 6.45pm]</i></p>	
FG/20/086	<p><b><u>Headteacher updates</u></b></p> <p>The Head reported that both schools had been open since September 9<sup>th</sup> and that attendance had been 97.19% at St Hilda's and 96.87% at Hovingham. Pupils had settled in well.</p> <p>He explained that there had been concerns raised about communication with parents about training days and that this had been due in part to the pace of government guidance. The comments had been taken on board, however.</p> <p>Risk Assessments were in place across both schools and each school was working with two 'bubbles'. Logistics, such as moving children around to use toilets, were working well and it had been a good start to the term.</p> <p>The Head had met earlier in the day with Matt Blyton and had been in contact with the diocese. Lesson observations had been diarised and would take place weekly. The next staff meeting would have a focus on SEN and the Head had liaised with Faye Dodds-Aston about the curriculum in the context of the Maestro programme.</p> <p><b><i>Q. Are the meetings being held in person?</i></b>  <b><i>A. We are working within social distancing guidelines. The meetings have been in school or by phone and on email. I'm working with John Crabtree to develop a facility to use Teams to aid social distancing and to help meetings be more business-like. It would also make it easier for all staff to join meetings.</i></b></p> <p><b><i>Q. Where is the Risk Assessment? Can parents see it?</i></b>  <b><i>A. I will check with NYCC.</i></b></p> <p><b><i>Q. Are the Home School Agreements in place?</i></b>  <b><i>A. Yes, and the admin teams are following these up.</i></b></p> <p><b><i>Q. Have there been any instances of self-isolating?</i></b>  <b><i>A. There have been some precautionary self-isolating but all testing has come back negative. Some children are off school for the normal coughs and colds. NHS advice to parents is for them to consider 'what would you have done last year?'</i></b></p> <p><b><i>Q. Is there any provision for remote learning for anybody self-isolating?</i></b>  <b><i>A. I have commissioned John Crabtree to set up Teams so work can be assigned and returned for marking and feedback. This will be done by the end of the week including guidance for staff and instruction for parents.</i></b></p> <p>The Head went on to explain how Teams could be used to support home learning.</p> <p><b><u>Staff wellbeing</u></b>  The Head explained that this was an anxious time for everybody, but that health &amp; wellbeing support had been put in place by NYCC. A weekly</p>	

briefing appeared to be helpful and the school was looking to support staff as much as possible.

**Q. Is there anxiety right across the schools?**

**A. It's everywhere, although not so much among the children. Parents are concerned about the restrictions and staff are concerned on different levels. It's being monitored and managed as much as possible.**

**Q. Is everybody happy without PPE?**

**A. This hasn't been an issue.**

*[The Headteacher temporarily left the meeting due to technical difficulties]*

**Q. [To staff governor] How are staff coping?**

**A. We're all very stressed and very tired.**

**Q. Is there anything we can do to help?**

**A. I don't think so. We knew it would be hard but it's harder than we anticipated.**

The staff governor went on to explain that there were challenges related to teaching and learning following the long school closure and that an increased workload was combined with additional cleaning and holding daily assemblies in the classrooms. Teachers were having to work through their lunchbreaks. Social distancing rules for very young children were also proving challenging.

**Q. How much of this is government guidelines and how much is internal?**

**A. I think it's mostly government guidelines.**

**Q. Are there any part of the routine that can be changed? Is it necessary to have an assembly every day?**

**A. I don't know if it's a requirement as a Church of England school. It's not too much of an effort but on top of handwashing, it does have an impact on lesson time.**

*[The Headteacher returned to the meeting]*

**Q. There has been talk of an NQT tutoring programme and the curriculum has been reduced. What else can we do to support our teachers to get children back up to speed with the obviously important subjects – English and maths?**

**A. It's a difficult balance. We need to utilise the wider curriculum – history and geography for example – and we have to double count and pull out as much numeracy and literacy as we can. We have to address reading and understand expectations. When it comes to daily worship, I would urge staff to work together and to share resources. With handwashing, the facilities manager is looking into stand-alone units. In due course we would like to get back to a fully broad and balanced curriculum.**

**Q. Should children be using sanitiser? It would save time.**

**A. the advice from NYCC is that there's no substitute for soap and water.**

**Q. When is comes to the first assessment, how are we looking to quickly intervene if we need to?**

**A. In Reception, we are carrying out normal baselining. There are reading and phonics assessments and we will be targeting pupils in the lowest 20%. Higher up the school, we are using PIRA for reading and in writing pupils are working on unaided narratives. We have different approach to maths in each school, which is fine. At St Hilda's,**

	<p><b>KS2 are using Headstart. There are also DfE materials looking at identifiers. Charts are available to outline where children should be, so we are probing and looking for gaps that need to be plugged.</b></p> <p><b>Q. How are you plugging those gaps?</b></p> <p><b>A. A mixture of quality first teaching, third space learning and one-to-one tuition. In due course they should be able to catch up...</b></p> <p><b>Comment: I don't like the phrase 'in due course'...</b></p> <p><b>A. Our SIA has advised us not to rush into spending catch-up funding. We should look at working collaboratively with other schools. For us, the funding is £5K. We are going straight into SEN reviews etc.</b></p> <p><u>PAN</u> Governors <b>agreed</b> with the suggested PAN from NYCC of 8 at Hovingham and 7 at St Hilda's.</p> <p><u>Sports Funding Plan</u> [The Sports Funding Plan had been circulated with the agenda]</p> <p><b>Q. Why were laptops bought with sports funding?</b></p> <p><b>A. There are a range of apps for individual classes to access different PE activities. It's a good use of spending sports funding money.</b></p> <p><b>Q. How much funding did we receive?</b></p> <p><b>A. £32K across the Federation.</b></p> <p>Governors went on to discuss outdoors space for pupils at Hovingham and the following points were raised:</p> <ul style="list-style-type: none"> <li>• The village green could be used with a risk assessment.</li> <li>• Funding could not be used for transport.</li> <li>• A risk assessment would also be needed to use the park and the Head would explore this option.</li> <li>• The gardens at the Hall were also a possible option to be explored.</li> <li>• It was important for the children to have access to additional space, especially in the current situation.</li> </ul> <p><u>Additional items</u> It was agreed that the following items would be deferred to the next meeting:</p> <ul style="list-style-type: none"> <li>• NGA questionnaire</li> <li>• Online safety in schools</li> </ul> <p>Questions on these items would be emailed to the Headteacher.</p>	<p>Head</p> <p>Agenda Agenda</p>
FG/20/087	<p><b><u>School Development Plan</u></b> [The 2019-20 and 2020-21 SDPs had been circulated with the agenda]</p> <p>The Head explained that time had been spent with the SIA to work on making the SDP sharper and clearer in terms of objectives. The outcome would be presented at the next meeting. The discussion had also included governor input to the strand relating to the Federation and this would be revisited.</p> <p><b>Comment: I would echo the aspiration to make the plan clearer and more focussed. We have moved on since the Ofsted targets and some of the milestones seem to be repeated.</b></p> <p><b>A. The overarching target may not change but the content, milestones and monitoring will be sharper.</b></p> <p><b>Q. The strand relating to the impact of leadership and management seems to have been dropped. Has it been replaced with Maestro?</b></p>	<p>Agenda</p>

	<p><i>A. Yes, it will allow for demonstration of intent.</i></p> <p><i>Q. What exactly does Maestro do?</i></p> <p><i>A. It gives exemplar projects that cover areas of the curriculum. It pulls out different strands of the curriculum, for example art, history and music. It also tracks and demonstrates that the strands have been covered – something that was identified by Ofsted as being a gap. The programme allows you to put your own content in as well. It will be the focus of a staff meeting next week. Some staff have explored it more than others.</i></p> <p><i>Q. What is the cost?</i></p> <p><i>A. £1K for the year.</i></p> <p><i>Q. Does it have to be renewed every year?</i></p> <p><i>A. I'd like to. It's an online platform with access to topics. As a Federation, we get a discounted rate.</i></p> <p><i>Q. [To the staff governor] How do teachers feel?</i></p> <p><i>A. [Staff governor] There are some nice ideas, but I've had to fill in some gaps in history and geography. The science for this term was about plants - it's not the best time of year to do this.</i></p> <p><i>Q. Does it cover literacy and maths?</i></p> <p><i>A. It does have some but as a school, we are using other [resources].</i></p> <p><i>Q. So, is it really going to plug the gap?</i></p> <p><i>A. It makes it possible to demonstrate the curriculum. Yes, it needs supplementing – it's light touch – and you want staff to bring in their own resources. But it helps to demonstrate depth.</i></p> <p><i>Q. How can this demonstrate depth better than what teachers can do already? What is this programme giving us? I have an issue with spending £1K per year to plug gaps if it doesn't do that.</i></p> <p><i>A. It allows us to demonstrate when and where things are covered. Of course it can be supplemented and it also comes with an assessment package.</i></p> <p>The Head would send governors a demonstration of the programme.  <i>[J Senior apologised and left the meeting at 7.30 due to family commitments]</i></p> <p>The conversation continued and the following points were raised:</p> <ul style="list-style-type: none"> <li>• There was concern that music, French and PE was bought in so Maestro would be obsolete in these areas.</li> <li>• The programme would cover DT, art, geography, history and science as well as KS1 music.</li> <li>• Some additional PE would also be covered.</li> </ul> <p>It was noted that the SDP was a standing item on the agenda so this matter could be revisited at the next meeting.</p>	<p>Head</p> <p>Agenda</p>
FG/20/088	<p><b><u>Finance and Premises</u></b> Deferred</p>	Agenda
FG/20/089	<p><b><u>Policies</u></b> <u>Child Protection</u> <i>[The Child Protection policy had been circulated with the agenda]</i> Governors <b>approved</b> the Child Protection Policy.</p>	

FG/20/090	<b>Governor training</b> The Clerk would research training opportunities.	Clerk
FG/20/091	<b>Safeguarding</b> It was noted that all governors had read the most recent version of Keeping Children Safe in Education. The Clerk would research whether this document needed to be signed and how this could be done under current restrictions.	Clerk
FG/20/092	<b>Urgent other business</b> <u>Federation Leadership Network</u> The Head explained that this was a development programme that had been proposed by the SIA for all Federations. It would involve inputs and twilights for the Headteacher and for governors and would cost £600 for the Federation. The matter was discussed and the following points were raised: <ul style="list-style-type: none"> <li>• With a number of vacancies on the governing body, would this be a bad time to take part – or is this the best time to do so for that very reason?</li> <li>• There was concern about finances and time commitment for the Headteacher.</li> <li>• One Federation would cost £2500 but a cluster would be £600 each and this could be reduced further if all meetings were virtual.</li> <li>• The programme needed four Federations to be viable.</li> <li>• Topics covered would include refining the SDP.</li> <li>• A decision would have to be made by the end of the week.</li> </ul> The Head would circulate all the information he had about the programme. Governors would decide by Friday whether or not they would like to take part.	Head All
FG/20/093	<b>Matters for celebration</b> <ul style="list-style-type: none"> <li>• Both schools were open and all was working as planned</li> <li>• The staff governor made special mention of the excellent work carried out by her TAs and the governors passed on their thanks.</li> <li>• Staff had been very positive and reassuring to children returning to school and had made the experience free from anxiety. The Head would pass on thanks from the governors for this at his weekly briefing.</li> </ul>	Head
FG/20/094	<b>Items for inclusion on the next agenda/s</b> <ul style="list-style-type: none"> <li>• Election of Chair and Vice Chair</li> <li>• NGA questionnaire</li> <li>• Online safety in schools</li> <li>• School Development Plan</li> <li>• Finance and premises</li> </ul>	
FG/20/095	<b>Next meeting</b> An extraordinary meeting would take place on Wednesday 8 <sup>th</sup> October and the next FGB meeting would take place on Wednesday 21 <sup>st</sup> October.	

Meeting ended at 8.05pm

## Actions

FG/20/086	Explore options for use of outdoor space in Hovingham	Head
FG/20/087	Circulate demonstration of Maestro to governors	Head
FG/20/090	Explore training opportunities	Clerk
FG/20/091	Find out whether KCSIE needs to be signed	Clerk
FG/20/092	Decide by Friday whether to take part in Federation Leadership Network	All
FG/20/093	Pass on thanks to staff from governors for a reassuring return to school	Head

The following acronyms may have been used throughout the minutes:

<b>ARE:</b> Age Related Expectation	<b>EHCAR:</b> Education Health and Care Assessment Request
<b>EOY:</b> End of Year	<b>EVA:</b> Esk Valley Alliance
<b>EYFS:</b> Early Years Foundation Stage	<b>FGB:</b> Full Governing Body
<b>FSM:</b> Free School Meals	<b>GLD:</b> Good Level of Development
<b>GSINs:</b> Governors School Improvement Network meetings	<b>KS2:</b> Key Stage Two
<b>KS1:</b> Key Stage One	<b>NYCC:</b> North Yorkshire County Council
<b>MSL:</b> Maths Subject Leader	<b>PAN:</b> Published Admission Number
<b>NAHT:</b> National Association of Head Teachers	<b>RIG:</b> Rapid Improvement Group
<b>NQT:</b> Newly Qualified Teacher	<b>RSE:</b> Relationship and Sex Education
<b>RI:</b> Requires Improvement	<b>SDP:</b> School Development Plan
<b>ROV:</b> Record of Visit	<b>SEN:</b> Special Educational Needs
<b>SBM:</b> School Business Manager	<b>SGOSS:</b> School Governors' One Stop Shop
<b>SEF:</b> Self Evaluation Form	<b>SIAMS:</b> Statutory Inspection of Anglican & Methodist Schools
<b>SENC<sub>o</sub>:</b> Special Educational Needs Coordinator	<b>SPO:</b> Strategic Planning Officer
<b>SFVS:</b> Schools Financial Value Standard	<b>SRE:</b> Sex and Relationship Education
<b>SIA:</b> School Improvement Advisor	
<b>SIRO:</b> Senior Information Risk Owner	
<b>SPOC:</b> Specific Point of Contact	