

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

**Wednesday 6<sup>th</sup> May 2020, Virtual Meeting**

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

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

**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/20/020	<b><u>Welcome</u></b> The Chair welcomed governors and said a prayer.	
FG/20/021	<b><u>Apologies for absence</u></b> Martyn Boothroyd sent apologies for health reasons. <b>Apologies were consented to.</b>	
FG/20/022	<b><u>Elections</u></b> Governors felt that the current Chair should remain in post for the time being given the unusual and challenging circumstances. The current Chair agreed to do this. The current Chair's terms had not expired so no elections were necessary.	
FG/20/023	<b><u>Declaration of Interest &amp; Items of Confidentiality</u></b> There were no declarations of interest. It was agreed that items of confidentiality would be decided during and after the meeting.	
FG/20/024	<b><u>Notification of urgent other business</u></b> Governors agreed to discuss school meals at this point in the meeting. The Head explained that the cost of school meals to the schools would increase to £3.13 per meal at Hovingham and £2.93 per meal at St Hilda's. It was noted that this was a significant difference and the Head offered to liaise with Headteachers of other local schools and research alternative provision. <b>Q. How much are they now?</b> <b>A. I think there are around £2.60 or £2.70 [at Hovingham]</b> <b>Q. What is the current uptake?</b>	

	<p><b>A. It varies day to day. We have more pack-ups at St Hilda's but the cost there is lower because meals are provided by St Benedict's.</b></p> <p><b>Q. Do we charge the same as St Benedict's?</b></p> <p><b>A. It would be good to find out.</b></p> <p>The Head would carry out some research and bring the matter to the next meeting</p>	Head/Agenda
FG/19/025	<p><b><u>Previous minutes</u></b></p> <p><u>Public minutes of the meeting held on 22<sup>nd</sup> January</u>  <i>[Minutes had been circulated with the agenda]</i></p> <p>Governors scrutinised the public minutes of the FGB meeting held on 22<sup>nd</sup> January.</p> <p>The minutes were <b>agreed</b> as a correct record and would be signed by the Chair at the next available opportunity.</p> <p><u>Confidential minutes of the meeting held on 22<sup>nd</sup> January</u>  Confidential minutes of this meeting would be shared with governors for approval at the next available opportunity.</p>	
FG/20/026	<p><b><u>Matters Arising from the Previous Minutes</u></b></p> <p><u>Safer Recruitment training [FG/20/006]</u>  The Chair would complete this training</p> <p><u>Science visit report [FG/20/014]</u>  The Science link governor would carry out a monitoring visit and submit a report when the schools re-open.</p> <p>All other actions had been completed.</p> <p><u>Website [FG/20/009]</u>  This item was deferred until the next meeting</p> <p><u>Safeguarding governor [FG/20/006]</u>  It was noted that J Senior would continue to cover the role of Safeguarding governor while M Boothroyd remained on sick leave.</p>	<p>CA</p> <p>FS</p> <p>Agenda</p>
FG/20/027	<p><b><u>Headteacher Updates</u></b></p> <p><u>Current situation</u></p> <p>The Head explained that both schools were temporarily closed due to the Covid-19 lockdown restrictions. Parents had been given access to a programme of home learning in the form of daily PowerPoint presentations of the school websites. Some members of staff had been working at Malton Community Primary School, which was acting as a Hub for vulnerable and key worker children in the local area. The Head would be there on the weekend of the 9<sup>th</sup> and 10<sup>th</sup> May and again at the end of the month.</p> <p><b>Q. Are there any indications of when the schools might be re-opening?</b></p> <p><b>A. No, absolutely none.</b></p> <p><b>Q. Given our accommodation, how would we manage social distancing?</b></p> <p><b>A. It would be a challenge. We are still waiting for an announcement [from the government] but the media is suggesting that schools might reopen initially for Y6 and Reception pupils. I should stress that this is just coming from the media. We have heard nothing from NYCC.</b></p>	

**Q. Has there been any guidance about managing children? This is a unique situation and it will be a lot of work for teachers to keep the children calm and happy.**

**A. No, we have had no guidance. It's possible that the schools could open for part of the day, but people just don't know.**

**Q. How are you keeping in contact with children from a Safeguarding perspective?**

**A. When it comes to home-learning, I am monitoring the mailbox to teachers. Often parents come directly to me. Children with EHCPs are closely monitored and we do not have any children on the Child Protection register.**

**Q. Do the schools have any responsibility for Child Protection given that they are not open?**

**A. It depends. In some cases, we do.**

**Q. Do you get a sense of the degree of cooperation from parents with the home learning?**

**A. It ranges from 50%-60%. This is not to say that the parents who are not responding are not engaging in different ways. It would be very difficult for farming families for example to find the time to get in touch at the moment. Other Heads are reporting about the same amount or engagement.**

**Comment: There will always be different ways of doing this. Some parents will want to let the school know exactly what their child is doing but I don't have time to be scanning lots of paperwork.**

**A. Absolutely – I agree. One of the challenges when we get back will be identifying were the children are.**

**Comment: I think the quality of the home learning has been brilliant.**

**Q. Have teachers had any phone communication with children?**

**A. Not here – I know that some other schools are doing this, but I've heard that there is a mixed response from parents.**

**Q. I think the slides have been very good. There is a tsunami of things in the media [about how to carry out home schooling]. The school approach has been good – nice and flexible but focussed. Are any parents feeling swamped?**

**A. I've been trying to get the message across that parents are not expected to do it all – they're not professional teachers and if they are trying to work at the same time – I'm experiencing this as well [so I know how difficult this is]. It's a tailored approach and I am monitoring replies to parents.**

#### Ofsted

*[St Hilda's Ofsted report from the inspection on 10<sup>th</sup> and 11<sup>th</sup> March had been circulated with the agenda]*

The Head reported that the school had now been given the final report and that it would be put onto the school website the following week.

The Head told governors that he was very pleased with the final report, noting that it had recognised where the school had picked up on issues and put plans in place. Work in the Early Years department including planning and cornerstones had been acknowledged.

**Comment: I thought it was a good report - even better than the feedback we received. It's a good report to base the next steps on.**

	<p><b>Comment: It's fortunate that it's in line with our own assessment of ourselves.</b></p> <p><b>Q. There is a phrase in the report that also appears in the NYCC monitoring report: 'The quality and quantity of adult contact needs improvement.' Do you have any comment about this?</b></p> <p><b>A. Yes. This is about striking a balance between child-initiated learning and the teacher giving more of a steer when a child is not going in the same direction and the provision of resources, building on next steps etc.</b></p> <p>Governors were reminded of a letter from NYCC, congratulating the school for a good result. The letter noted that the context of the inspection was very important due to the new framework, and it recognised the amount of progress in a number of areas.</p> <p><u>Covid-19</u></p> <p>Much of this had been covered earlier in the meeting. The Head added that action was dependant on the date and format of return and noted that issues might include social distancing, PPE requirements and potential staffing issues if staff members had members of their household who required shielding.</p> <p><u>Staffing</u></p> <p>CONFIDENTIAL MINUTE</p>	
FG/20/028	<p><b>Finance &amp; Premises (Core Function – Financial Oversight)</b></p> <p><u>Finance</u></p> <p><i>[Budget papers had been circulated with the agenda]</i></p> <p>The federation was expecting four children to start in Reception at St Hilda's and three at Hovingham in September. There was a possible fourth starter at Hovingham, but they had not yet confirmed so had not been included in the budget. The Head explained that the budget represented the worst-case scenario and included elements such as additional support for children and a TA deployment across the federation. The Chair noted that the NYCC advisor, Matt Blyton had recommended the schools working together as a solution to budget constraints.</p> <p><b>Q. Have any savings been made due to the Covid-19 situation?</b></p> <p><b>A. This is unlikely. There may have been some savings but there have been some unexpected staffing costs [see confidential minute FG/20/027].</b></p> <p><b>Q. In terms of other agencies and people that we buy in, is it likely that we will loses some services?</b></p> <p><b>A. It's unclear. There are no networking meetings at the moment, but nobody knows about the future.</b></p> <p><b>Q. As school meals have increased in cost, is it likely that other services will become more expensive?</b></p> <p><b>A. I think so although the meal costs are partly due to pupil numbers going down.</b></p> <p><u>SFVS</u></p> <p><i>[The School Financial Value Standard had been circulated with the agenda]</i></p> <p>The Chair explained that she had been through this document in detail with the School Business Manager.</p> <p><b>Governors unanimously APPROVED the SFVS.</b></p>	

	The Clerk would look into governor training in finance.	Clerk
FG/20/029	<b><u>Rapid Improvement Group</u></b> <i>RIG had not met since the last FGB meeting.</i>	
FG/20/030	<b><u>Safeguarding</u></b> <i>There were no Safeguarding matters to report.</i>	
FG/20/031	<b><u>Policies</u></b> <b><u>Child Protection Addendum</u></b> <i>The Child Protection Addendum had been circulated with the agenda</i> <b>Governors unanimously APPROVED the Child Protection Addendum.</b>  It was noted that governors had received Privacy Notices for their information. The Head explained that these were standard Veritau documents with some very subtle updates.	
FG/20/032	<b><u>Health &amp; Safety</u></b> It was noted that a premises inspection had taken place prior to the schools being closed and that this would be discussed further at the next meeting. Routine testing was continuing at both schools including asbestos and legionella (which had taken place at St Hilda's the previous week). Since closure, staff had been advised to only undertake essential travel and to work remotely. Any requests from parents (for example for items that had been left in school) were being dealt with by the Headteacher while carrying out essential checks.	Agenda
FG/20/033	<b><u>Governing Body Business</u></b> <b><u>Governor vacancies</u></b> Governors were advised that, from a possible five potential new governors, there were now three who were still interesting in joining the board, including an employee of one of the schools, who is currently a governor at another school. <b><i>Q. Do they have the correct skill sets?</i></b> <b><i>A. All three seems to come with financial nous.</i></b> <b><i>Q. Is it OK for the [school employee] to be on more than one governing body at the same time?</i></b> <b><i>A. Yes and it's also OK for them to be an employee as we can have up to 33% staff. I feel as though we have some parents and staff already so I'm hopeful that the others, from outside of the school community, will also be joining us.</i></b>	
FG/20/034	<b><u>Matters for celebration</u></b> <ul style="list-style-type: none"> <li>• A positive Ofsted inspection at St Hilda's.</li> <li>• Both schools being awarded North Yorkshire Healthy Schools Gold awards.</li> <li>• Pupils engagement with, and high quality of home school learning.</li> <li>• Governors successfully holding their first remote meeting. A special thanks was given to John Crabtree for ensuring that the meeting ran smoothly.</li> </ul>	

FG/20/035	<b><u>Matters for inclusion on the next agenda</u></b> <ul style="list-style-type: none"> <li>• Budget</li> <li>• School meal costs</li> <li>• Website</li> <li>• Premises inspection</li> <li>• Governor vacancies</li> </ul>	
FG/20/036	<b><u>Date and venue of next meetings</u></b> Wednesday 10 <sup>th</sup> June, 5.30pm. Venue tbc	

*Meeting ended at 6.30pm*

<b>Impact Statements</b>
Governors received an update on the current situation re school closure and discussed some of the challenges faced by the schools now and in the future.
Governors received and discussed the report from an Ofsted Inspection at St Hilda's.
Governors discussed a budget monitoring report.
Governors approved the SFVS
Governors approved a Child Protection Policy Addendum

<b>Actions</b>		
<b>Item</b>	<b>Action</b>	<b>Name</b>
FG/20/024	Explore alternative provision for school dinners	JP
FG/20/026	Complete Safer Recruitment training	CA
FG/20/026	Carry out Science visit (on reopening of schools)	FS
FG/20/28	Find out about any financial training for governors	Clerk

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                         |  |