

**Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation**  
**Minutes of a meeting of the Full Governing Body of the Federation**  
**Wednesday 18<sup>th</sup> September 2019, Hovingham**

**Present:** Clare Almond Jayne Conacher  
 Amy Kirk James Pynn  
 Andrew Reid Jane Richardson  
 Johanna Senior

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

**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/19/095	<b><u>Welcome</u></b> The Vice Chair welcomed governors and said a prayer.	
FG/19/096	<b><u>Apologies for absence</u></b> Martyn Boothroyd sent apologies for health reasons. Frances Standen sent apologies due to family commitments. Governors <b>accepted</b> both apologies.	
FG/19/097	<b><u>Notification of urgent other business</u></b> Governors agreed to discuss an item of other business from the Clerk within the Governance section of the agenda and from the Head within Health & Safety.	
FG/19/098	<b><u>Elections</u></b> Claire Almond had emailed governors to express an interest in standing for Chair. C Almond left the room and governors held a secret ballot. C Almond was <b>unanimously elected</b> to the role of Chair.  Andrew Reid put himself forward for the role of Vice Chair. A Reid left the room and governors held a secret ballot. A Reid was <b>elected</b> to the role of Vice Chair by a majority.  <i>See FG/19/102 for other points raised at this stage</i>	
FG/19/099	<b><u>Declaration of Interest &amp; Items of Confidentiality</u></b> There were no declarations of interest made. It was agreed that items of confidentiality would be decided throughout and after the meeting.	
FG/19/100	<b><u>Public minutes of the meeting held on 10<sup>th</sup> July 2019</u></b> <i>[Minutes had been circulated with the agenda]</i>	

Signed..... (Chair) Date.....

	<p>Governors scrutinised the public minutes of the FGB meeting held on 10<sup>th</sup> July. The minutes were <b>agreed</b> as a correct record and duly signed and dated to this effect.</p> <p>Proposed: C Almond Seconded: A Reid</p> <p><i>[Confidential minutes were tabled at the meeting]</i></p> <p>Governors scrutinised the confidential minutes from the FGB meeting held on 10<sup>th</sup> July. The minutes were <b>agreed</b> as a correct record and duly signed and dated to this effect.</p>	
FG/19/101	<p><b><u>Matters arising from the previous minutes</u></b></p> <p><u>Letter to Hovingham Estate [FG/19/081]</u> The Chair had drafted a letter to Hovingham Estate highlighting pupil numbers and asking for support in raising the school's profile. However, with changes to the anticipated school roll, it was felt that the letter should be re-worded. The Chair would re-draft the letter and circulate it to governors.</p> <p><u>Minutes from RIG meeting [FG/19/081]</u> The minutes from a RIG meeting on 8<sup>th</sup> July had been completed but not yet circulated. The Chair tabled a copy of the minutes for governors to view at the meeting. It was noted that there had been much development since the minutes were written.</p> <p><u>Uncollected Children [FG/19/081]</u> The Head had spoken with NYCC about what would happen in the event of a child not being collected from the school bus. He had been informed that the driver would continue with their round before returning the child to the collection point. If there was still nobody available, the driver would return the child to school. The Head had explained that his position of responsibility for two schools could make this difficult. Nevertheless, the Head shared his details so he could be contacted in the event of this happening. It was noted that this situation had never occurred before.</p> <p><b><i>Q. Is it worth making the procedure clear to parents?</i></b> <b><i>A. It should be made clear that there is a procedure in place.</i></b> The Head would inform parents of the procedure via the school newsletter.</p> <p><u>Succession planning [FG/19/082]</u> J Senior would arrange for a potential new governor to visit the school.</p> <p><u>NPQEL [FG/19/083]</u> <b><i>Q. How have staff reacted to you taking this course?</i></b> <b><i>A. I have spoken to Faye and received a very positive response. I have not yet told other staff.</i></b></p>	<p>CA</p> <p>JP</p> <p>JS</p>
FG/19/102	<p><b><u>Governing Body Business</u></b></p> <p><u>Business Interest Forms</u> Governors signed and returned Business Interest Forms to be filed by the Clerk.</p> <p><u>Register of Hospitality</u></p>	

Signed..... (Chair) Date.....

The Clerk reminded governors of the existence and purpose of the Register of Hospitality.

Standing Orders

*[Standing Orders had been circulated with the agenda]*

Governors **approved** Standing Orders, a copy of which was filed by the Clerk.

Urgent Other Business: DBS Checks

*[An email had been circulated by the Clerk prior to the meeting]*

Governors were informed that there had been a delay in the submission of documents for a DBS check by a member of the Governing Body.

Governors were asked to consider whether the governor concerned should be allowed to remain in post or asked to attend meetings as an observer only until their DBS certificate was received.

***Comment: This is a learning curve. We need to update our induction pack because I didn't know what the process was when I started. Perhaps it's not clear enough.***

***Q. Will the check come through quickly?***

***A. There may be a slight delay because the application has been truncated. It might be quick but at the moment, in terms of the Single Central Record, it is not in place.***

***Comment: We need to be consistent and more clear in the future.***

***Suspension would be unfortunate, but it would be a reminder for everyone.***

Governors **agreed** to a suspension until the DBS check had been completed.

Governors **agreed** that new members of the governing body would not be permitted to serve without a completed DBS check.

A new induction pack would make this point clear to new governors.

Code of Conduct

*[NGA Code of Conduct had been circulated with the agenda]*

Governors **approved** the Code of Conduct, a copy of which was filed by the Clerk.

Committees

*[Part of the following discussion took place earlier the meeting]*

Having read the Governance Competency Framework and the new Ofsted Framework, the Chair suggested adopting a committee system. She identified Finance, Building & Maintenance and Communications as three areas to add to the current RIG and Vision & Values groups. The Clerk noted that committees should be run in a formal manner with regular meetings and minutes etc. The Clerk suggested Working Parties as an alternative.

The Chair reported that advice from NYCC suggested that the number of governors on the board was fairly high given the size of the schools and that they might like to reduce the number from 12 to 10.

***Comment: Prior to federation, we had a number of committees but we felt that we would be better off working as we do now because the time commitment was too much, especially for the Headteacher who was expected to attend many of the meetings.***

***Comment: I think we're very good at coming in a looking at Teaching & Learning but there's an imbalance between that and some of our other***

	<p><i>duties. In terms of finance, we should be doing more and there should be more consistency.</i>  <i>Comment: [HT] I share some of the concerns about time commitments. I'm receptive to the idea of working parties. It depends on the time and will of the Governing Body.</i>  The Chair commented that she would like to focus on communication with parents and teachers and that governors needed to be more involved in things like building projects.  <i>Comment: [HT] This could mean a wider remit for RIG with governors being invited to contribute.</i>  <i>Comment: I'm not convinced that schools of this size need to have committees. We could have teams and individuals tasked with projects with an emphasis on getting things done.</i>  The Skills Audit would be put on the next agenda to provide an up to date view of any skills gaps.  <i>Comment: Concerns do change over time and it's very difficult to predict [what will have to be considered in] the future.</i></p> <p>Governors <b>agreed</b> to maintain the current structure of the governing body without committees.</p> <p><u>Delegation Planner</u>  <i>[NGA Delegation Planner had been circulated with the agenda]</i>  Governors <b>approved</b> the Delegation Planner, a copy of which was filed by the Clerk.</p> <p><u>Governing Body Membership</u>  The Chair welcomed Keith Johnson and asked him to introduce himself. K Johnson explained that he had been a primary school teacher for 20 years, including nine years as a deputy head of a CofE school with 240 pupils. He had been in charge of mentoring NQTs and of data and data tracking. Following a relocation to the area two years ago he had enjoyed working as a supply teacher but was now keen to become more deeply involved in a school. K Johnson was also involved in the Church, regularly playing the organ at Helmsley.  K Johnson left the room and there followed a vote by show of hands</p> <p>Keith Johnson was <b>unanimously appointed</b> to the governing body.  The Clerk would be in contact with K Johnson with an induction pack.</p> <p>The Clerk would contact Rachel Bell to clarify her position.</p>	<p>Agenda</p> <p>Clerk</p> <p>Clerk</p>
<p>FG/19/103</p>	<p><b><u>Headteacher Updates</u></b>  <u>Staffing</u>  CONFIDENTIAL MINUTE</p> <p><u>Headteacher Report: Summer 2019</u>  The Head reported that Hovingham had four reception starters this term with some very late arrivals bringing the number of pupils to 32.  St Hilda's had five new starters and a total of 35 pupils.</p> <p>A data meeting would take place that week with NYCC adviser Heather Mensah.</p>	

Signed..... (Chair) Date.....

	<p>The Federation had been working with Katie Stringer, Early Years lead at Terrington and Foston, to look at baselines. An Early Years working party was being re-established.</p> <p>Daisy Dunning had liaised with Carla Martindale and would take on maths leadership on the completion of her NQT year.</p> <p><u>Data</u>  <i>[Fisher Family Trust data report for both schools had been circulated with the agenda]</i>  The Head explained that the reports were a result of an 'Early Results Service' by the Trust. Governors were reminded that there had been a cohort of one pupil at Hovingham and five at St Hilda's, which had included some who had arrived late in Y5 and in Y6.</p> <p><u>English Hub ROV</u>  <i>[The ROV had been circulated with the agenda]</i>  The Endeavour English Hub had visited St Hilda's to look at phonics. Advice from the visit would be shared with Hovingham. The Head thanked staff for transitioning from one phonics scheme to another and noted that he expected ongoing support to have a positive impact.  A follow-up meeting would take place on Friday 27<sup>th</sup> September. The Head thanked A Kirk for re-arranging her time to allow for phonics teaching and learning to be observed on that day.</p> <p><u>SEFs</u>  <i>[SEF documents for both schools had been circulated with the agenda]</i>  The Head explained that banding had changed as a result of the new Ofsted Framework and that the SEFs were now working to the framework.  There was a focus on St Hilda's due to the fact that it was in the Ofsted window. It was noted that EYFS at St Hilda's was deemed to be in Requires Improvement although the Head felt confident that the department was rapidly moving in the right direction.</p>	
FG/19/104	<p><b><u>School Development Plan (Core Function – Strategic Direction)</u></b>  <i>[SDPs for 2018-19 and 2019-20 had been circulated with the agenda]</i>  The Head explained that the overarching Ofsted priorities, as identified in the 2018-19 plan remained in the current plan but that they were being fleshed out with an emphasis on Intent, Implementation and Impact.  The Head was very pleased that a recent staff meeting had focussed on Intent in the form of School Vision as a curriculum driver and that there was now a move onto Implementation.</p> <p>Governors were advised that Ofsted would be using a system of 'Deep Dives' involving inspectors spending time looking deeply at a specific subject area. The schools were working hard on 'Sticky Learning and Sticky Knowledge', concentrating on essential knowledge and information and identifying links. The Head stressed the importance of consistency among staff particularly in this period of transition.  Staff meetings would be used to raise the profile of subjects including History, Geography, Music and Art in the way that Maths and English have historically been worked on.</p>	

Signed..... (Chair) Date.....

	<p><u>Link Governors</u>  It was noted that action plans were in place for EYFS, Maths and Literacy.  The following link governor roles were identified:  <b>EYFS:</b> J Conacher and R Bell  <b>Maths:</b> J Senior and K Johnson  <b>Literacy:</b> M Boothroyd  <b>Science:</b> F Standen  <b>RE:</b> M Boothroyd  <b>Collective Worship:</b> A Reid  <b>Foundation Subjects:</b> RIG  <b>Sports funding and Pupil Premium:</b> RIG  <b>Safeguarding:</b> M Boothroyd and K Johnson</p> <p>The Chair would contact M Boothroyd to clarify and the roles would be confirmed at the next meeting.</p>	CA Agenda
FG/19/105	<p><b><u>Finance &amp; Premises</u></b> (Core Function – <u>Financial Oversight</u>)  <i>[Budget paperwork had been circulated with the agenda]</i>  <i>[As arranged at the start of the meeting, J Conacher left at 7pm]</i>  CONFIDENTIAL MINUTE</p> <p>It was noted that recent reports in the media about increased funding in schools would be counter-balanced by an expected increase in teacher pay. In addition, there had been no announcement about the continuation of Sports Premium funding after this financial year.</p> <p>Governors were advised that future pupil numbers remained uncertain with no siblings identified at Hovingham for September 2020. There were potentially four children in the St Hilda’s nursery who could start school next year.  <b>Q. What is our capacity?</b>  <b>A. At Hovingham the PAN is eight so we have the potential to be at 56 and at St Hilda’s it’s seven so it could be 49. There is a question about whether we would like to reach that. We have found in previous years that it’s possible to exceed it.</b></p> <p>CONFIDENTIAL MINUTE</p>	
FG/19/106	<p><b><u>Rapid Improvement Group</u></b>  RIG had not met since the previous FGB meeting.  The next RIG meeting would consider the scheduled data meeting with Heather Mensah, look at targets for 2019-20 and consider Ofsted readiness.</p>	
FG/19/107	<p><b><u>Policies</u></b>  <u>Appraisals</u>  <i>[The Appraisals Policy had been circulated with the agenda]</i>  It was noted that this was a standard NYCC policy that had been personalised to fit the schools.  <b>Governors agreed to adopt the Appraisals Policy.</b></p>	
FG/19/108	<p><b><u>Monitoring Visits</u></b>  There had been no monitoring visits since the last FGB meeting.  A Reid would liaise with the Head to arrange a meeting about Collective Worship.</p>	AR

Signed..... (Chair) Date.....

	The Head reported that D Dunning was keen to share her experience of transitioning to leader in Maths. J Senior would meet with D Dunning.	JS
FG/19/109	<p><b><u>Governor Training</u></b>  <i>[A list of upcoming NYCC training had been circulated with the agenda]</i>  The Head would attend Chair training and the GSINs meeting.  The Clerk would send a link to Safer Recruitment training to the Chair.</p> <p>Governors discussed complaints training and it was noted that the complaints panel currently comprises J Senior, J Richardson and M Boothroyd.  The Chair would contact M Boothroyd to confirm whether he would like to continue on the panel and this would be confirmed at the next meeting.</p> <p>It was noted that the last skills audit had identified gaps including finance and Health &amp; Safety. The Clerk would find out whether any finance training was available from NYCC.</p>	CA Clerk  CA Agenda  Clerk
FG/19/110	<p><b><u>Safeguarding</u></b>  <i>[Keeping Children Safe in Education had been circulated with the agenda]</i>  It was noted that all governors present had received and read the 2019 version of Keeping Children Safe in Education.</p> <p>The Head noted that new model version of the Safeguarding and Child Protection policies had just been received in the Red Bag on 17<sup>th</sup> September and that they should both be adopted at the next meeting.</p> <p>The annual Safeguarding report would be presented to the next meeting.</p> <p><u>Urgent other business: nut allergies</u>  CONFIDENTIAL MINUTE</p> <p><b><i>Q. What would be the follow-up with packed lunches? Would lunchtime staff be expected to confiscate food that contained nuts?</i></b>  <b><i>A. They would be expected to bring it to my attention, and I would deal with it.</i></b></p> <p>Governors <b>agreed</b> that the schools should become nut-free schools.</p> <p><b><i>Comment: We should clarify that this is about all products that contain nuts rather than just packs of nuts.</i></b>  The Head would use template letters from County Catering that would make this clear.</p>	Agenda  Agenda  JP
FG/19/111	<p><b><u>Any Other Business</u></b>  Items of urgent other business had been discussed within FG/19/102 and FG/19/110.</p>	
FG/19/112	<p><b><u>Matters for celebration</u></b></p> <ul style="list-style-type: none"> <li>• Teamworking of staff across the Federation, particularly when concerning those new in post.</li> <li>• Children settling in well and making a good start to build on for the new academic year.</li> </ul>	

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	<ul style="list-style-type: none"> <li>A very successful Diversity Day the previous week, which had involved Bollywood dancing, chapatti-making and dressing up.</li> </ul> <p><b>Q. Is this something we can repeat with another culture?</b>  <b>A. It's something I'd like to explore because it was very effective. I can talk to Heather Rattenberry at the diocese.</b></p>	
FG/19/113	<p><b><u>Matters for inclusion on the next agenda</u></b></p> <ul style="list-style-type: none"> <li>Policies to be updated in line with diocesan training</li> <li>Safeguarding policy</li> <li>Child Protection Policy</li> <li>Pay policy if it is ready</li> <li>ROV from Heather Mensah</li> <li>Skills audit</li> <li>Confirmation of link governor roles and panel membership</li> <li>Safeguarding report</li> </ul>	
FG/19/114	<p><b><u>Dates and venues of next meetings</u></b></p> <p>Wednesday 16<sup>th</sup> October, St Hilda's  Wednesday 27<sup>th</sup> November, Hovingham  Wednesday 22<sup>nd</sup> January, St Hilda's  Wednesday 11<sup>th</sup> March, Hovingham  Wednesday 6<sup>th</sup> May, St Hilda's  Wednesday 10<sup>th</sup> June, Hovingham  Wednesday 8<sup>th</sup> July, St Hilda's</p> <p>All meetings would start at 5.30pm but governors were encouraged to visit the schools before meetings to look through books and view classrooms.</p>	
FG/19/115	<p><b><u>Other diary dates</u></b></p> <p>Harvest Festival would be held on Wednesday 2<sup>nd</sup> October at Hovingham. It would be led by the Church Worship group with contributions for the children. Discussions were still ongoing about the Harvest Festival at St Hilda's.</p> <p>Parents' evening would take place at Hovingham on 1<sup>st</sup> October from 3.30pm and at St Hilda's on 15<sup>th</sup> October.</p>	

Meeting ended at 7.45

<b>Impact Statements</b>
Governors elected a new Chair and Vice Chair, appointed a new co-opted governor.
Governors discussed the structure of the governing body and the best way work effectively in the context of the Governance Competency Framework.
Governors decided on Link Governor roles and panels for the coming academic year.
Governors received the Headteacher's report, data reports and the School Development Plan.
Governors discussed the budget.

<b>Actions</b>			
<b>Item ref</b>	<b>Action</b>	<b>Timeframe</b>	<b>Name</b>
FG/19/101	Redraft letter to Hovingham Estate		CA
FG/19/101	Inform parents of uncollected child policy		JP
FG/19/102	Contact K Johnson with induction pack		Clerk
FG/19/102	Contact R Bell re position		Clerk

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FG/19/104	Contact M Boothroyd re roles and panel membership		CA
FG/19/108	Liaise with Head re Collective Worship		AR
FG/19/108	Meet with D Dunning re Maths		JS
FG/19/109	Attend Chair training		CA
FG/19/109	Send Safer Recruitment training link to Chair		Clerk
FG/19/109	Enquire about Finance training		Clerk
FG/19/110	Inform parents of nut-free school status		JP

The following acronyms may have been used throughout the minutes:

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|---|--|
| <b>ARE:</b> Age Related Expectations                        | <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>KS1:</b> Key Stage One                                   | <b>KS2:</b> Key Stage Two  |
| <b>MSL:</b> Maths Subject Leader                            | <b>NYCC:</b> North Yorkshire County Council                        |
| <b>NAHT:</b> National Association of Head Teachers          |  |
| <b>NQT:</b> Newly Qualified Teacher                         | <b>RI:</b> Requires Improvement                                    |
| <b>RIG:</b> Rapid Improvement Group                         | <b>ROV:</b> Record of Visit  |
| <b>RSE:</b> Relationship and Sex Education                  | <b>SBM:</b> School Business Manager                                |
| <b>SDP:</b> School Development Plan                         | <b>SEF:</b> Self Evaluation Form                                   |
| <b>SEN:</b> Special Educational Needs                       | <b>SENCo:</b> Special Educational Needs Coordinator                |
| <b>SFVS:</b> Schools Financial Value Standard               | <b>SGOSS:</b> School Governors' One Stop Shop                      |
| <b>SIA:</b> School Improvement Advisor                      | <b>SIAMS:</b> Statutory Inspection of Anglican & Methodist Schools |
| <b>SIRO:</b> Senior Information Risk Owner                  |  |
| <b>SPOC:</b> Specific Point of Contact                      | <b>SRE:</b> Sex and Relationship Education                         |

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