

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

Monday 23rd November 2020, Virtual Meeting

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

Present: **Clare Almond** **Adrian Bond**
 Kim Colenso **John Crabtree**
 Amy Kirk **James Pynn**
 Jane Richardson **Jo Senior**
 Lucy Willshaw

In Attendance: **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 5.30pm

Item	Minute	Action
FG/20/125	<u>Welcome</u> The Clerk welcomed governors and J Richardson said a prayer.	
FG/20/126	<u>Apologies for absence</u> There were no apologies for absence. J Conacher and F Standen did not attend.	
FG/20/127	<u>Elections of Chair and Vice Chair</u> Governors discussed the roles of Chair and Vice Chair and it was noted that support with succession planning had been offered by Alison Smith from the diocese. The Clerk reminded governors that the roles of Chair and Vice Chair could be shared between more than one person. The Clerk asked for nominations for the role of Chair. J Richardson nominated herself as Chair until 2 nd February. A Bond nominated himself as Chair until the end of the academic year. J Richardson and A Bond left the meeting. There followed a short discussion and a secret ballot. Governors agreed to elect J Richardson and A Bond as Co-Chairs until Feb 2 nd and A Bond until the end of the academic year by a majority. J Richardson asked governors for nominations for the role of Vice Chair. C Almond nominated herself as Vice Chair until 2 nd February. C Almond left the meeting and there followed a short discussion and a secret ballot. Governors agreed to elect Clare Almond as Vice Chair until February 2 nd by a majority.	
FG/20/128	<u>Governance</u> <u>Governor vacancies</u> The Clerk would pass details of Mary Wilson to the Chairs so that they could approach her with the suggestion of working as a Foundation Governor.	Clerk

	<p><u>Role of the governing body</u> <i>[Code of conduct, Expectation between Governing Board and School Leaders and External Review of Governance had been circulated with the agenda]</i></p> <p>J Richardson explained that the Code of Conduct indicated a responsibility for the strategic working of the school while the Headteacher was responsible for the operational. It was the duty of governors to set aims and objectives, to adopt policies and to set targets, all of which connected with the SDP. The Head agreed that this was the case and noted that targets could related to academic progress but also to the strand of the SDP linked with effective workings of the Federation.</p> <p>J Richardson continued that in order to agree policies around the budget and staffing, all relevant information was needed. She felt that this information was not always being used and noted that some policies were out of date.</p> <p>J Richardson urged governors to read through the External Review of the Governing Body before the next meeting so they could reflect on the information and communication needed to work effectively. This should include school data as well as information from staff, pupils, parents and the community.</p> <p>J Richardson explained that there was a duty to ask challenging and difficult questions, which could sometimes seem confrontational but should always be done with trust and respect. The Head commented that questions asked with trust and respect would not be considered difficult.</p> <p>J Richardson asked governors to consider their strengths and expertise so that work can be delegated, and effective monitoring carried out. Lead governor roles would be re-established at the next meeting.</p> <p>The Head explained that information was available at any point and that the meeting planner should help with answers being sought ahead of meetings.</p> <p>The Vice Chair felt that governors needed to be able to interpret and use information and noted that the SDP was a key document.</p> <p>It was agreed that a RIG meeting would take place at midday on Tuesday 8th December and the J Senior would act as clerk. An agenda and papers, including the Terms of Reference would be circulated one week before.</p> <p>It was agreed that an external review of the governing body by Julia Millard of the NLG, would take place during the Spring term. This would allow an outside party to inspect the strengths and areas that governors should focus on.</p>	
FG/20/129	<p><u>Date and time of the next meeting</u></p> <p>The next meeting would be Monday 30th November at 5.30pm via Teams. The Clerk noted that the next agenda was very full and that the meeting was likely to last two and a half hours.</p>	

Meeting ended at 6.40 pm