

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

Monday 7th June 2021, Virtual Meeting

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

Present: **Kim Colenso** (EYFS)
 Amy Kirk (Staff)
 James Pynn (Head)
 Jane Richardson (LA: SEND)
 Jo Senior (Co-opted: 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/21/041	<p><u>Welcome</u> The Clerk welcomed governors and J Richardson said a prayer.</p>	
FG/21/042	<p><u>Governing Body</u> The Clerk advised governors that J Richardson's terms of office as LA governor had expired and that the LA had nominated her for a further term in the role. DECISION: Governors unanimously APPROVED the appointment of Jane Richardson as LA governor.</p> <p>The Clerk advised governors of the resignation of Adrian Bond and it was noted that the governing body did not have a Chair or Vice Chair. J Senior agreed to chair the meeting DECISION: Governors unanimously APPROVED Johanna Senior acting as Chair for this meeting.</p> <p>The Head reported that the Inspiring Governance website had indicated around five or six potential new governors in the area and that there was one in particular who had expressed an interest in stepping into the role of Chair. The Clerk read out the statement from this person as listed on the website. The statement included reference to work in the Health Service with responsibility for a large budget, working with a range of stakeholders and a previous role as Headteacher of a school in East Riding that was judged Good by Ofsted. They described skills including chairing, safeguarding, corporate governance, monitoring performance and strategic leadership and particular interest in curriculum design and staff development.</p>	

	<p>Q. Does it matter that there is no mention of Christian values? A. [Clerk] You do have Foundation governors to focus on that aspect. Q. The statement mentions working in the North West. Is there any indication of where they are located? A. The website indicates that they are in the Norton or Malton area. DECISION: Governors unanimously AGREED that the Head should follow up on this contact as soon as possible. The Head noted that another person had been recommended by Julie Pattison for their role in supporting a school going through an 'Inadequate' Ofsted judgement. DECISION: Governors unanimously AGREED that the Head should make contact with this person as soon as possible.</p> <p>The Head advised that notification of the parent governor vacancy was ready to go on the school website the next day. Governors were reminded that there was no longer a requirement for the Federation to appoint equal numbers of parent governors from each school. ACTION: The Head would move forward with seeking a parent governor.</p> <p>J Richardson reported that a potential foundation governor for Hovingham was now unable to take on the role and asked for all to continue to seek an appropriate candidate.</p> <p>The Clerk informed governors that in addition to the resignation of Adrian Bond, she had received the resignation of Jayne Conacher. It was noted that both should be sincerely thanked for their time and hard work in support of the Federation and in particular Jayne, who had served on the Governing Body for nine years.</p>	<p>JP</p> <p>JP</p> <p>JP</p> <p>All</p>
<p>FG/21/043</p>	<p><u>Apologies for absence</u> C Almond sent apologies due to work commitments L Wilshaw sent apologies for having to arrive late and leave early due to family commitments. Governors consented to apologies. The meeting was quorate.</p>	
<p>FG/21/044</p>	<p><u>Declaration of interest and confidentiality</u> There were no declarations of interest. There were no items identified as confidential.</p>	
<p>FG/21/045</p>	<p><u>Governing body business</u> The Chair noted that this was an opportunity to exchange views and evaluate progress towards governing body development, following training and advice from the LA, the Diocese and the National Leader of Governance.</p> <p><u>Progress towards a Federation vision</u> The Head reported that he had received 11 responses to the online form and that he would meet again with Ian Clennan on Monday 14th June. The meeting would inform a plan to be shared with governors. It was agreed that the plan could be circulated a little later than the other papers for the next meeting. The Chair noted that the plan would be useful for the communication strategy being developed by herself and F Standen.</p> <p><i>[L Willshaw arrived at 6.20pm]</i></p>	<p>Agenda</p>

National Leader of Governance [Att.1]

Carole Goodchild read through a document that she had shared with governors and raised the following points:

- The length of meetings could be addressed by implementing two FGB meetings per term, the first focussed on curriculum and the second on finance.
The Chair noted that there was often less time to fit in meetings during the Spring term.
The Clerk noted that governors had historically worked with three meetings per term but that this had been reduced to two. However, there would be eleven meetings in 2020/21 due to the number of extraordinary meetings. The Clerk suggested that the number of extraordinary meetings be reduced if possible, pointing out that they incurred an additional cost in terms of clerking and that they sometimes allowed for issues to remain unresolved.
- Removal of committees with the exception of statutory committees (HT performance management etc) to prevent repetition and to ensure that all governors are properly informed.
It was noted that the governing body did not currently have formal committees beside the statutory ones.
- An un-clerked meeting in September, where no decisions are made but governors can discuss a skills analysis, code of conduct, action plan and year planner. Governors would also consider the vision and the meeting would feed into the first FGB meeting of the academic year.
- Headteacher reports for the first meeting of the term only with an updated copy presented to the second meeting. Any changes to be highlighted in colour.
- All papers to be shared ten days before a meeting.
- All school improvement to be discussed under the curriculum meetings and staff to be invited to present. C Goodchild's school also invited children to take part and said that their input was very informative and valuable.
- The Governor Visits policy to be updated to clarify the frequency and format of monitoring visits. A file to be kept in school of governor visit reports and each visit to build relationships with staff.
C Goodyear would send a copy of the version used in her school to the Head.
- A record of training and the impact of training to be kept in case of an Ofsted visit.
- A named governor for EYFS. It was noted that this was currently Kim Colenso and that she had plans to meet with the EYFS lead in school.

- We have had plans to invite staff but that wasn't possible due to lockdown restrictions. We can look into this for next year and perhaps we could invite some children as well.

- A great opportunity might be for children to be there virtually.

- We'd have to consider Safeguarding.

- Absolutely but there is nothing technical to stop us

The Chair summarised that the long list of recommendations featured some that were already happening in the school and others that governors would like to adopt, such as the inclusion of Wellbeing on agendas (currently a priority for Ofsted) and an updated presentation of the Headteacher report.

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	<p>The Chair proposed that ideas from the document be built into programme and planning with a view to implementation in September.</p> <p>DECISION: Governors unanimously AGREED to adopt and adapt Carole Goodchild’s plan to form a basis for governing body development.</p> <p><u>Governor training with Julie Pattison [Att.2]</u></p> <p>DECISION: It was agreed that the next training session be postponed until the appointment of a new Chair and Vice Chair.</p> <p>ACTION: The Head would liaise with J Pattison to arrange a new date.</p> <p>The Chair went through a list of actions from the training session and the following points were raised:</p> <ul style="list-style-type: none"> • Terms of reference for link governors should be clarified. • Core functions through the lens of a CofE schools would be discussed and clarified so that the Clerk could put them at the top of papers from September. • Streamlining policy review had been discussed as part of C Goodchild’s plan. • Remote learning details were on the school website covid page and the Head was confident that the school was well prepared in the event of future closures. • Information about Collective Worship and RE was on the website. The Head was working with the Foundation governor on these areas. • It was agreed that it was a reasonable expectation for a protocol about communications to be implemented. The Head added that to avoid broad decisions to be held over from one meeting to the next, a level of email communication was useful. • The communications governors would consider contact with stakeholders. ACTION: F Standen noted that she had circulated a draft communication strategy and that she and J Senior should start work on this straight away. • Staff input into the Headteacher report had been discussed. • There was not currently a finance group and a skills gaps had been identified in this area. • The Governing Body was undergoing changes so the need for strong succession planning was appreciated and understood, • It was agreed that steps should be taken to reduce the length of FGB meetings. <p>Governors agreed that the training had been very useful.</p> <p>In the absence of a Chair or Vice Chair, J Senior agreed to act as interim Chair until the end of the summer term.</p>	<p>JP</p> <p>FS/JS</p>
<p>FG/21/046</p>	<p><u>Finance and Premise</u></p> <p><u>Start Budget (Att. 3&4)</u></p> <p>Governors had not approved the Start Budget at the last meeting following information related to a fall in pupil numbers.</p> <p>The Head explained that when the Start Budget was not approved, the LA had instructed governors to contact them to explain why this was the case. When this did not happen, the Head explained to the LA that governors needed further discussion before they felt able to approve. The LA decided to accept a draft on the strict understanding that it would be reviewed at this meeting.</p>	

Q. Is this the final version?

A. It will need fuller discussion at the start of the academic year about pupil numbers but NYCC are content that it has been submitted [subject to review].

Q. Are we content to submit a deficit budget without a plan to improve?

A. That is a good question but at this point, NYCC have asked for the first year. They are concerned about future years, but this related to the first year. We are aware that action needs to be taken.

Q. Should this be a focus for the agenda next time?

A. [C Goodchild] I appreciate that the deficit is significant, but you can still approve a budget subject to changes beyond the first year. As a governing body, you need to approve the budget.

- But I think a good point has been raised. When do we talk about this? It is a big concern.

- Under the new structure, we won't be discussing finance until November.

A. [Head] I think we need to unpick this earlier in the Autumn term if there are implications that HR need to be involved with. There will still be some uncertainties by the end of June [at the next FGB meeting]. Funding depends on the September / October census and we often pick up children late. We may also go the other way and lose children but by then we will have the facts at our fingertips related to staffing, EHCPs etc. I want governors to have as much relevant information as possible.

- There are things we can do, like exit questionnaires. We need to stop losing children and drive forward in making the school more appealing.

A. Some of this will be addressed later in the meeting.

- We should discuss the vision for the school in attracting new pupils as part of the first meeting in September...

- ...or the June meeting? It would make sense to get some of the quick and easy things done before the summer.

Governors would work together on the communication strategy alongside strategy discussions at the next two meetings.

School meal costs (Att. 5)

The Head explained that a decision should be made about whether to raise the price of school meals as a response to an increase in costs from NYCC. At Hovingham, the cost of meals would increase from September 2021 and NYCC would charge the school for 28 meals although it was unlikely that the take-up would be that high. Parents at Hovingham were currently paying £2.70 per meal. From September the school was looking to lose a minimum of 56p per meal

Q. Are pupils and parents happy with the quality?

A. Yes, an 'we chose Wednesdays' are very helpful. There is some more to do: We have the NYCC initiatives such as Bonfire's night menus and John is working on an IT element.

- 'We chose Wednesdays' are brilliant but there can be some uncertainty about hot dinners. The jacket potatoes are a bonus.

Parent governors felt that the dinners were of a high quality when cooked by Lucy.

Q. How many children come in with pack-ups?

A. About 50%.

- Some children have school dinners every day regardless and some pick and choose. The menu is not always reliable.

Q. Are we obliged to provide hot dinners?

A. I'm not sure.

It was noted that menus were shared at the end of each week.

Agenda

	<p>- I work with several schools and they all charge £2.70. <i>[L Willshaw left the meeting at 7.15pm as arranged]</i></p> <p>The Head explained that meals at St Hilda's were currently produced at neighbouring school, St Benedict's who would shortly be moving away from their NYCC contract to a private provider. A discussion with County Caters [NYCC] had identified two options for St Hilda's: The kitchen at St Hilda's to be opened and meals sold for £4.92 each or the Head to speak with the new providers at St Benedict's about a continuation of their current arrangement.</p> <p>The school would not be within the terms of notice with County Caters but the Head felt that the cost increase from £2.92 to £4.92 made for exceptional circumstances.</p> <p>- A school I work with has a 'meals of wheels' arrangement running alongside and subsidising their school dinners. This works very well and makes a profit.</p> <p>Q. Is it worth doing a poll among St Hilda's parents to find out whether they would pay £4.92?</p> <p>A. I am certain they would not.</p> <p>DECISION: Governors AGREED that the Head should pursue continued collaboration with St Benedict's for St Hilda's meals.</p> <p>DECISION: Governors AGREED that the cost of school meals at Hovingham should remain £2.70.</p>	
<p>FG/21/47</p>	<p><u>Additional Items</u> <u>Wrap around care (Att.6)</u></p> <p>Governors discussed wrap around care and raised the following points:</p> <ul style="list-style-type: none"> • The provision did not need to be every morning and afternoon. • Data showed that morning provision was not currently viable while after-school was. It was pointed out that morning and afternoon provision could be linked and not providing morning could lose families in the afternoons. • The provision could bring in more children, but the cost would have to be considered and it was important to have qualified staff. <p>Q. Are you planning to do breakfast?</p> <p>A. At this point we are just looking at levels of interest.</p> <p>- We could get children to bring their own breakfast</p> <ul style="list-style-type: none"> • The offer would have to be regular and reliable for parents to work around it, even if it was not every day and the commitment would have to be for a full academic year. • Some breakfast clubs are subsidised by food businesses and supermarkets. <p>Q. What plans do you have for staffing?</p> <p>A. We would recruit a play leader and assistant so we would not be relying on teaching staff being on site, if governors were happy with that.</p> <p>- Other volunteers might be able to help.</p> <p>Q. Have we decided on whether to do three days or five days, mornings or afternoons?</p> <p>A. We would break even doing it every day in the afternoons and we would be subsidising the morning sessions.</p> <p>- It could be a powerful recruitment tool.</p> <p>Q. Would it be possible to have interest clubs on Fridays and true wrap-around care on busier days?</p>	

A. It comes down to staff for clubs. At the moment we have sports clubs on Monday as that co-ordinates with PE lessons.

DECISION: Governors AGREED that the Federation should pursue wrap-around care, five days per week, mornings and afternoons for one year.

Staff wellbeing survey

The Head reported that A Bond had contacted staff and governors about a meeting to discuss the response to the wellbeing survey but that a date had not been agreed.

ACTION: J Richardson would take the lead in this and report back to governors.

Headteacher Performance Management support

Governors had been contacted with information about support provided by the Diocese and NYCC and some had expressed that they were happy to remain with the Diocese.

Q. Is that the choice? Is there anybody else we could use?

A. [C Goodchild] You could use a qualified performance management consultant, but the charges could be higher.

Q. Is the Diocese agreement for one year or three years?

A. The SLA is for 2 years but the performance management element is considered year by year.

- We do not have time to explore alternative options, but this should be reviewed again when the agreement expires in 12 months.

- The level of input from NYCC and the Diocese should give us a broad source of information.

DECISION: Governors AGREED to remain with the Diocese for Headteacher Performance Management support.

Residential trip to Edinburgh

The Head explained that the schools had previously been on residential visits with Gillamoor School and that he had liaised with the Head to explore the schools visiting Edinburgh in the Autumn term. Unfortunately, uncertainty around covid meant that it was impossible to get insurance to cover such a trip although clarification was being sought from NYCC.

- That seems to be a sensible precaution. It's too early. Maybe a special experience closer to home would be more appropriate.

Meeting with NYCC on 21st May

The Head reported that he had attended a strategy meeting based on falling pupil numbers. Eight actions had been identified:

- 1. Prepare publicity leaflets that can be sent to intended new housing developments. This was being prepared.***
- 2. Put proposal for wraparound care to GB. Discussed earlier in the meeting.***
- 3. Strengthen links with local nursery including offering taster days at Hovingham. This was moving forward.***
- 4. Increase social media presence in order to raise profiles of both schools. This idea would be discussed in more detail at the next meeting, taking into account some of the pitfalls of social media. J Crabtree advised that Facebook could be filtered and vetted but that there was a risk associated with that, Instagram was being used by younger people and Twitter could have an integrated feed appearing on the school website. Twitter was a***

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	<p>quicker and more responsive platform but there was a risk of abusive comments appearing. Marketing through Facebook could be effective. ACTION: The Head and J Crabtree would explore this further.</p> <p>5. <i>Strengthen the advantages available through being part of a federation.</i> 6. <i>Email COG to update them on progress from the meeting.</i> 7. <i>Identify schools who have reversed declining rolls in order to learn from best practice.</i> The Head had liaised with the Head of Marwood School and had a very useful conversation about being clear and upfront on the schools' USP and the best use of resources for videos, photography etc. 8. <i>Consider how Hovingham school can be advertised (e.g. signage).</i> J Richardson had passed the request on to Sir William Worsely.</p> <p><u>Risk Assessments (Att.7& 8)</u> It was noted that updated risk assessments from both schools had been received and accepted.</p> <p><u>Curriculum elements of the SDP</u> ACTION: Governors were asked to consider monitoring curriculum subjects on the SDP and a decision would be made at the next meeting.</p> <p><u>WiFi Quotes (Att. 10a,10b,10c & 10d)</u> J Crabtree introduced this topic, and the following points were raised: <ul style="list-style-type: none"> • While WiFi at Hovingham had been replaced 3 years ago, this had not happened at St Hilda's. Consequently, the infrastructure was so old, it was no reached required encryption standards. • Staff had expressed a strong desire to retain some elements of remote learning, especially around differentiation. Online learning resources were effective at Hovingham but not so at St Hilda's. • J Crabtree approached a company that he had used before called Digitech, stressing that there were no incentives involved. • Comparisons showed that Digitech offered a superior service at a lower cost than competitors. DECISION: Governors AGREED by a majority to approach Digitech to carry out WiFi upgrade work at St Hilda's.</p>	JP/JC
		All
FG/21/048	<p><u>Closing comments</u> The Clerk would report back on latest advice from NYCC regarding face-to-face meetings. J Senior was thanked for chairing the meeting so effectively, at very short notice.</p>	HL
FG/21/049	<p><u>Next meeting</u> Thursday 24th June 5.30pm</p>	

Meeting ended at 8.10 pm

Minute	Action	Name
FG/21/042	Contact potential new governors	JP
FG/21/042	Move forward with appointment of parent governor	JP
FG/21/042	Seek candidates for foundation governor	All
FG/21/045	Send copy of Governor Visit Policy to JP	CG

FG/21/045	Liaise with Julie Pattison re new date for training	JP
FG/21/045	Start work on communication strategy.	FS/JS
FG/21/047	Continue with work started on staff wellbeing survey	JR
FG/21/047	Explore ways to use social media for marketing purposes	JC/JP
FG/21/047	Consider monitoring curriculum subjects on the SDP	All
FG/21/048	Report back on latest NYCC guidelines re face-to-face meeting	HL

The following acronyms may have been used throughout the minutes:

ARE: Age Related Expectation	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	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