

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

Monday 18th October 2021, St Hilda's Ampleforth

Present: **Kim Colenso** (Co-opted: EYFS)
 Laura Festa (Parent)
 James Pynn (Head)
 Jane Richardson (Co-opted)
 Jo Senior (Co-opted: Chair / Maths / Safeguarding / Communications)
 Amy Spaven (Staff)
 Lucy Willshaw (Foundation: Vision)

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 |
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| FG/21/074 | <u>Welcome</u> The Chair welcomed governors and L Willshaw said a prayer. | |
| FG/21/075 | <u>Apologies for absence</u> <ul style="list-style-type: none"> • C Almond sent apologies due to work commitments • J Crabtree sent apologies due to work commitments Governors consented to apologies and the meeting was quorate. J Senior reported that C Almond had expressed her intention to resign from the governing body. If a formal resignation was received, it would be reported at the next meeting. F Standen and L Bassindale did not attend. | |
| FG/21/076 | <u>Declaration of interest and confidentiality</u> There were no declarations of interest. There were no items identified as confidential. | |
| FG/21/077 | <u>Urgent other business</u> Governors agreed to discuss the additional bank holiday in 2022. | |
| FG/21/078 | <u>Previous minutes</u> <i>[Minutes of the meetings on June 24th and September 14th had been circulated with the agenda]</i> Decision: Governors approved the minutes of the meetings on June 24 th and September 14 th . | |

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| FG/21/079 | <p><u>Matters arising</u></p> <p><u>School fence at Hovingham [FG/21/056]</u> The Estate had been contacted but since the last meeting, the fence had partially collapsed. K Colenso was in the process of seeking a suitable solution.</p> <p><u>Volunteer Hub [FG/21/057]</u> The search for more governors was ongoing and there was an intention to take a number of different routes when the completed skills audit identified what was needed.</p> <p><u>Safeguarding training [FG/21/057]</u> Safeguarding training for J Senior and K Colenso was being arranged by the school.</p> <p><u>Press release [FG/21/058]</u> F Standen had written a press release, which had resulted in some good coverage of the visiting Olympian athlete.</p> <p><u>End of term tea [FG/21/058]</u> The school was unable to hold an end of term tea due to covid restrictions.</p> <p><u>HR and staff wellbeing [FG/21/059]</u> JR reported that meetings had taken place and that a further meeting had been scheduled but that take-up was low. It was noted that some staff members felt less engaged with the process because of the length of time it was taking but that it would still be valuable to hold the meeting.</p> <p><u>Safeguarding training</u> <i>Q. Is there any online safeguarding training available specifically addressing SEND?</i> <i>A. As part of our support from NYCC, Julie Pattison will be in school for at least two days and there will be an element of safeguarding training with a SEND focus.</i></p> <p>Action: The Head would confirm dates for Safeguarding training.</p> | JP |
| FG/21/080 | <p><u>Governing body business</u></p> <p><u>Beginning of the cycle meeting</u> <i>[Minutes from the meeting on 14th September (att.3) had been circulated with the agenda]</i> The Chair reported that she had worked on the action plan and shared it with the NLG who felt that it would meet the needs of the governing body. The Chair would circulate the plan, which would identify the direction for the next two terms, before the next meeting.</p> <p><u>Business interest forms</u> Business interest forms were circulated, signed and filed. Outstanding forms would be collected at the next meeting.</p> <p><u>Register of Hospitality</u> The Clerk advised governors of the Register of Hospitality.</p> <p><u>Standing Orders</u> <i>[Standing Orders (att.4) had been circulated with the agenda]</i> Decision: Standing Orders were AGREED, signed and filed.</p> | JS Clerk |

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| | <p><u>Code of Conduct</u> Governors had discussed the Code of Conduct at the Beginning of the Cycle meeting on 14th September. Signed copies were filed and outstanding copies would be collected at the next meeting.</p> <p><u>Delegation Planner</u> <i>[Delegation planner (att. 5) had been circulated with the agenda]</i> Decision: The Delegation Planner was AGREED. A copy would be brought to the next meeting to sign and file.</p> <p><u>Panels</u> The Chair explained the need for panels, and it was agreed that as the governing body was small, panels would be made up of those who were available and had no conflict of interest. It was agreed that, if necessary, governors from other schools would be called upon to sit on a panel. Decision: Governors AGREED that the Headteacher performance management panel would comprise J Senior, J Richardson and L Willshaw.</p> <p><u>Governing Body membership and vacancies</u> Action: Governors were reminded to return the skills audit to the Chair so that skills gaps could be identified. Action: Community networks for both Hovingham and St Hilda's would be used to recruit new governors. It was noted that a Foundation governor was needed for Hovingham. It was suggested that the role of literacy lead governor could be placed under curriculum until new governors were recruited.</p> | <p>Clerk</p> <p>Clerk</p> <p>All</p> <p>All</p> |
| FG/21/081 | <p><u>Headteacher updates</u></p> <p><u>Headteacher Report</u> <i>[The Headteacher Report (att.6) had been circulated with the agenda]</i> The Head explained that the report was in a new format as suggested by C Goodchild and that there would be a move to an excel format for the next meeting as agreed by governors. The data element was challenging with the lack of statutory KS1 and KS2 SATs for the last two years. This led to difficulty in target setting and in assessing pupils arriving from other schools. <i>Q. How do you prove the effectiveness of catch-up?</i> <i>A. We have to be very clear about where children have started from and where they are getting to. The books have got to tell that story.</i></p> <p><u>School SEFs</u> <i>[SEFs for both schools (att.7&8) had been circulated with the agenda]</i> The format of the SEFs had been linked to Ofsted strands. The Head would receive advice on the wording of some elements of Hovingham's SEF to best reflect the school. <i>Q. [What can you tell us about] student placements and volunteers?</i> <i>A. We now have a PGCE student from Leeds Met at St Hilda's. They are spending three days observing Early Years before moving into Faye's class. We also have some students from Ampleforth as part of a long-standing relationship and they have made a very good start.</i></p> | |

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| | <p>Q. Have parents indicated that they would like to volunteer? A. Parents would need to have a DBS check this has proved to be a stumbling block for at least one of them. We have been on a school trip today and I am very grateful to Liz Bassindale for coming to the map and compass day with KS2.</p> <p>Q. Do you need more volunteers for reading at Hovingham? A. Yes, thank you. We'd be very grateful.</p> <p><u>Strategy meeting action log</u> <i>[Action log (att.9) had been circulated with the agenda]</i> The Head reported that he had met with Alison Smith from the diocese, and Julie Pattison and Matt George from NYCC to discuss ways of addressing pupil numbers. There was a sharing of best practice and it was found that many of the actions suggested had already been carried out or were in the process. For example, wrap-around care would be offered at St Hilda's after half term and there was an intention to offer it at Hovingham soon. Governors agreed that this was a very important move as there was a good deal of competition in the Hovingham area.</p> <p>It had been agreed that the strategy meetings would not continue in this form, but the Head would continue to link with the Chair and J Pattison on the subject.</p> <p>The Chair had been in contact with another small school about strategies for raising pupil numbers and said that people were very willing to share information and experience.</p> <p><u>Staff health and wellbeing</u> J Richardson was gathering views and would present them at a meeting with the Head and staff to decide on a way forward. The Head and J Richardson would attend an NYCC course on the subject.</p> | <p>JR</p> <p>JP/JR</p> |
| <p>FG/21/082</p> | <p><u>School development plan</u> <i>[SDPs (att.10) had been circulated with the agenda]</i> Governors were reminded that a draft SDP had been circulated at the June meeting based on support from Ian Clennan [NLE]. The plan, which covered English, Maths, Early Years and Vision, contain input from subject leaders and governors.</p> <p>The Church School strand had been added following a meeting with Phillipa Boulding from the Diocese.</p> <p>Feedback from J Pattison and her line manager indicated that the SDP was clear with a good format and advised that it should synch more with the SEF.</p> <p>Producing a draft SDP before the end of the last academic year had been useful in terms of timing and work on actions had already begun.</p> <p>Q. How do action plans match up with CPD for staff? KS1 staff have limited CPD. Is it important that there is a link? A. There are different levels of training needed for different areas of the school. For example, there is a new Early Years framework and new assessments for the end of KS1 and KS2. Maths and Literacy leads are having professional practice meetings, Faye is working with the English Hub and Daisy is working with the Maths Hub. Some of our CPD comes through staff meetings and self-support as well as support from the EVA and the Howardian Alliance.</p> | |

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| | <p>Q. During appraisals, are teachers given the opportunity to discuss training that they want to do?</p> <p>A. Yes, this is part of the discussion in teacher performance management reviews, taking place this week. TAs and admin will be having these just after half term and there will be conversations about CPD.</p> <p>It was noted that the following meetings between staff and governors would take place:</p> <ul style="list-style-type: none"> • L Willshaw to meet with D Dunning re. Maths on 19th October • J Richardson to meet with F Dodds-Ashton re. SEND on 22nd October • K Colenso to meet re. EYFS next half term • L Willshaw to meet with F Dodds Ashton re Literacy next half term <p>Q. Is writing still a focus?</p> <p>A. While reading moved on after lockdown, writing is much more tricky. It includes handwriting, presentation, length, resilience etc. This is a national problem.</p> <p>Q. Are you incentivising it?</p> <p>A. Absolutely, and not just within English lessons but across the wider curriculum. I've noticed in RE for example, that I would like to see a lot more writing. It is quite challenging at the moment.</p> <p>A. [Staff governor] A lot of children have forgotten what the expectations are and it has taken most of this half term to get them stuck back in their minds.</p> <p>- [Head] We are using repetition – reminding children to put the date at the top, use capital letters etc but we are having to ask too many times.</p> <p>- [Staff governor] Parents just didn't know the expectations [during lockdown] so it slipped dramatically</p> <p>- [Head] This will continue to be a focus and will be monitored by J Pattison. I have carried out some pupil voice and will present it to the next staff meeting.</p> <p>The conversation continued, and it was suggested that parents could be given more information about what is expected in writing.</p> <p>- As a parent, it would be useful to know all of the information at the start of the year so we can give support. I don't want to make parents anxious, but it would be useful.</p> <p>A. Yes, Faye is producing a handbook, which will include expectations.</p> | <p>LW JR KC LW</p> |
| <p>FG/21/083</p> | <p><u>Finance & premises</u></p> <p><u>Budget report</u> [Budget monitoring report (att.11) had been circulated with the agenda]</p> <p>The Head gave an overview of the budget report and raised the following points:</p> <ul style="list-style-type: none"> • The budget showed a deficit by the end of year three. • A decision on an EHCP at Hovingham was imminent. • There were a number of health care plans in the system, but it was noted that there was a backlog, so delays were expected. • Wraparound care may bring more pupils to the schools, which would have a positive financial impact. <p>Q. How many children would we need to make an impact?</p> <p>A. Each child brings with them £3k but sparsity funding would have to be taken into consideration.</p> <ul style="list-style-type: none"> • Pupil numbers (and associated funding) was based on the number of pupils in the school on census day, 7th October. | |

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| | <p>The Chair and L Willshaw had met with the bursar, Jill Stockdale and found the meeting very useful and informative.</p> <p>The Head reported that J Stockdale agreed with predicted pupil numbers and felt that the budget lines were fair. There was some caution related to cutting too far in areas such as supply.</p> <p>At some point, governors will have to determine whether some form of restructure would be needed. The Chair noted that the next meeting was scheduled to have a finance focus.</p> <p>Q. Have you budgeted for an increase in fuel costs? A. Heather has asked Jill Stockdale about this and it is not yet clear. We should also consider National Insurance rates increasing although it has been hinted that schools may not be impacted.</p> <p>Q. Can schools collaborate with things like insurance? A. The staff absence scheme is with NYCC. There are other schemes available, but they vary in quality.</p> <p>Q. Can you tell us about sparsity funding? A. It is quite complicated, and I will ask Heather to come to the next meeting to explain. An increase in pupils may mean a decrease in sparsity funding so the £3k per pupil is not clear.</p> <p>The Head would invite H Leggett to the next FGB meeting to explain sparsity funding.</p> <p>Q. Will there be open days before the next meeting? A. Yes, and this will give us a feel for how many pupils we might expect next year. The cut-off is in January, so we won't know for certain. Matt George [Strategic Planning Officer, NYCC] has said that next year is a 'bulge year' with a good number of pupils in the catchment.</p> <p>It was noted that there were options for seeking funding to support specific items such as swimming and the Head agree that every bit of support and marketing would be helpful.</p> <p>L Festa offered to help raise the profile of the schools on social media, noting that Facebook may be the most appropriate platform to start with. The Head was grateful for the offer and explained that there had been a plan to create an online tour of the school.</p> <p><u>Revised budget</u> <i>[Draft revised budget (att. 12&13) had been circulated with the agenda]</i> Deferred to the next meeting.</p> | <p>Agenda</p> <p>Agenda</p> <p>LF</p> <p>Agenda</p> |
| FG/21/084 | <p><u>Policies</u> <i>[Policies had been circulated with the agenda]</i></p> <p><u>Admissions</u></p> <p><u>Anti-bullying</u></p> <p><u>Behaviour</u></p> <p>Q. Is this policy for everybody across the board, including SEND? A. No. Adjustments are made depending on need.</p> | |

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| | <p>Q. Is that difficult to do? A. It can be but it is all done with sensitivity.</p> <p>Charging Child Protection Exclusions Health & Safety</p> <p>Decision: Governors APPROVED all seven policies.</p> | |
| FG/21/085 | <p>GDPR Information Compliance Governance Review <i>[Review (att.22) had been circulated with the agenda]</i></p> <p>Q. I noticed that Hovingham's registration [with the ICO] needs to be renewed. [Has this been addressed?] A. There are various actions in the document that Heather and I are working on this week. I will report back on progress at the next meeting.</p> | Agenda |
| FG/21/086 | <p>Governor training An in-person training session with J Pattison and A Smith would take place at Hovingham at 5.30pm on 16th November. J Senior and K Colenso would take additional safeguarding training. J Richardson and A Spaven would attend wellbeing training. A governance healthcheck would take place, involving the Head, Chair and Clerk. Action: C Goodchild would email them a document to related to this.</p> | All JS/KC JR/AS Agenda CG |
| FG/21/087 | <p>Safeguarding Keeping Children Safe in Education <i>[Updated version of KCSiE (att.23) had been circulated with the agenda]</i> It was noted that all governors had read the latest version of Keeping Children Safe in Education. Action: The Clerk would bring in a sheet for governors to sign, confirming this. - Part of the document refers to children in their own homes. I think it is difficult for us to monitor this. A. Our role would be to pick up on the signs that something is wrong.</p> <p>Safeguarding Monitoring Planner <i>[Planner (att.24) had been circulated with the agenda]</i> The Head highlighted the importance of all staff being aware that safeguarding issues could occur in any setting and that there needs to be evidence of procedures being following correctly. To that end, a KCSiE quiz was being used to demonstrate good understanding of the procedures among staff. Action: Bring a question to the next meeting from the KCSiE quiz for governors to answer.</p> | Clerk JP |
| FG/21/088 | <p>Health & Safety <i>[Premises reports for both schools (att.24&25) had been circulated with the agenda]</i> - The fencing at Hovingham has already been mentioned and I can see that the door needs some work as well.</p> | |

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| | <p>A. Yes. At St Hilda's we have a fob system, and we need something similar at Hovingham.</p> <p>Q. We there be any structural change to the door?</p> <p>A. None at all.</p> <p>Action: Arrange for a fob system to be put into the door at Hovingham.</p> <p>Action: Contact the Estate about repair to the fencing before exploring next steps.</p> | JP KC |
| FG/21/089 | <p><u>Governor monitoring</u></p> <p><u>Maths</u></p> <p><i>[Maths visit report (att.26) had been circulated with the agenda]</i></p> <p><i>It was noted that the report had been received by governors.</i></p> <p>Governors would start using the report template provided by C Goodchild.</p> <p>J Pattison had expressed an interest in carrying out joint monitoring with governors and it was agreed that this would be very useful.</p> | |
| FG/21/090 | <p><u>Urgent other business</u></p> <p>The Head explained that there would be an additional bank holiday in 2022 to mark the Queen's jubilee. This would fall in the Spring half term so an additional day would have to be found. Many other local schools were taking April 25th off, which would mean two four-day weeks in a row.</p> <p>Decision: Governors AGREED that the school should close on April 25th to be in line with other schools in the area.</p> <p>The Chair reminded governors that there would be an open morning for St Hilda's on 8th November and one for Hovingham on 15th November, both running from 9am -12pm. The Chair would attend, and she asked whether other governors could be available for some of the time.</p> <p>Action: J Richardson would attend St Hildas, K Colenso and L Festa would attend Hovingham.</p> <p>The Head would put banners up to advertise the events.</p> <p>Q. How was the take-up for the parents' morning at Hovingham?</p> <p>A. [Parent governor] It was brilliant. We were part of the conversation and we all felt more involved. It was beautiful really.</p> | JR, KC & LF |
| FG/21/091 | <p><u>Matters for celebration and reflection on vision</u></p> <ul style="list-style-type: none"> • A successful parents' morning at Hovingham. • A return to collective worship, giving L Willshaw the opportunity to meet the children in person. • The way that pupils had grown within and outside of the school including visits and visitors. • The way that staff had grown through contact with Federation colleagues, NYCC and the Maths Teacher Research Group. • The way that governors had grown through extra training and a good steer from C Goodchild, resulting in a better view of their direction. <p>Governors discussed seeking to involve parents more in the vision aspect of the school.</p> <p>- I think parents are a great resource if the school can use them. The feeling is that they want to be involved. There is an energy and people really care and want to fight for the schools.</p> | |

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| | <i>A. Absolutely and vision is going out to parents through celebration assemblies and certificates.</i> | |
| FG/21/092 | <u>Matters for inclusion on the next agenda</u> <ul style="list-style-type: none"> • Potential restructure • Sparsity funding • Revised budget (to approve) • GDPR • Governance Healthcheck | |
| FG/21/093 | <u>Date and time of future meetings</u> The next meeting would be held on Tuesday 23 rd November, 5.30pm at Hovingham Primary School. | |

Meeting ended at 7.10pm

| Minute | Action | Name |
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| FG/21/079 | Confirm dates for Safeguarding training | JP |
| FG/21/080 | Circulate action plan | JS |
| FG/21/080 | Collect and file outstanding Business Interest forms at next meeting | Clerk |
| FG/21/080 | Collect and file outstanding Codes of Conduct | Clerk |
| FG/21/080 | Bring copy of Delegation Planner to be signed and filed | Clerk |
| FG/21/080 | Return skills audits to the Chair | All |
| FG/21/080 | Use community networks to seek new governors | All |
| FG/21/081 | Meet with Head and staff re. staff wellbeing | JR |
| FG/21/081 | Attend training on staff wellbeing | JR/JP |
| FG/21/082 | Meet with D Dunning re. Maths on 19 th October | LW |
| FG/21/082 | Meet with F Dodds-Ashton re SEND | JR |
| FG/21/082 | Arrange EYFS visit for 2 nd half of the term | KC |
| FG/21/082 | Arrange Literacy visit with F Dodds-Ashton in 2 nd half of the term | LW |
| FG/21/083 | Consider ways to raise the profile of the school on social media | LF |
| FG/21/086 | Attend training as outlined in FG/21/086 | All |
| FG/21/086 | Email Head, Chair and Clerk with document re Governance Review | CG |
| FG/21/087 | Bring sheet for governors to sign confirming they had read KCSiE | Clerk |
| FG/21/087 | Bring KCSiE question for governors | JP |
| FG/21/088 | Arrange for a fob system to be installed on Hovingham door | JP |
| FG/21/088 | Contact the estate re broken fence | KC |
| FG/21/089 | Attend open mornings at the schools | JR, KC & LF |

The following acronyms may have been used throughout the minutes:

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| ARE: Age Related Expectation | CPOMS: Child Protection Online Management System |
| 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
NLE: National Leader in Education
NQT: Newly Qualified Teacher
RI: Requires Improvement
ROV: Record of Visit
SBM: School Business Manager
SDP: School Development Plan
SEN: Special Educational Needs
SFVS: Schools Financial Value Standard
SIAMS: Statutory Inspection of Anglican & Methodist Schools
SIRO: Senior Information Risk Owner
SPOC: Specific Point of Contact

NGA: National Governance Association
NLG: National Leader of Governance
PAN: Published Admission Number
RIG: Rapid Improvement Group
RSE: Relationship and Sex Education
SCR: Single Central Record
SEF: Self Evaluation Form
SENCo: Special Educational Needs Coordinator
SIA: School Improvement Advisor
SPO: Strategic Planning Officer