

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

Tuesday 23rd November 2021, Hovingham

Present: **Johanna Senior** (Chair)
 Liz Bassindale
 Kim Colenso (Co-Vice Chair)
 James Pynn (Headteacher)
 Jane Richardson
 Amy Spaven
 Frances Standen
 Lucy Willshaw (Co-Vice Chair)

In Attendance: **Carole Goodchild** (National Leader of Governance)
 Heather Leggett (School Business Manager)
 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/21/094	<p><u>Welcome</u></p> <p>The Chair welcomed governors and L Willshaw said a prayer.</p>	
FG/21/095	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • C Almond sent apologies due to family commitments • J Crabtree sent apologies due to illness <p>Governors consented to apologies and the meeting was quorate.</p> <p>The following attendees accessed the meeting via teams:</p> <ul style="list-style-type: none"> • J Richardson (work commitments) • F Standen (family commitments) • H Lowdell (covid) • C Goodchild <p>The Chair reported that regrettably, Laura Festa had handed in her resignation due to family commitments.</p>	
FG/21/096	<p><u>Declaration of interest and confidentiality</u></p> <p>There were no declarations of interest. There were no items identified as confidential.</p>	
FG/21/097	<p><u>Urgent other business</u></p> <p>Governors agreed to discuss school meals at St Hilda's.</p>	

	Governors agreed to move the finance item up the agenda as they were to be joined by the School Business Manager.	
FG/21/098	<p><u>Previous minutes</u> <i>[Minutes of the meeting on 18th November had been circulated with the agenda]</i></p> <p>Decision: Governors approved the minutes of the meetings on 18th November 2021.</p>	
FG/21/099	<p><u>Matters arising</u></p> <p><u>Safeguarding training [FG/21/079]</u> Completed.</p> <p><u>Circulate action plan [FG/21/080]</u> Completed.</p> <p><u>Outstanding business interest forms and codes of conduct [FG/21/080]</u> The Clerk would visit the school before Christmas to file papers. Governors were asked to bring outstanding documents to the school to be filed.</p> <p><u>Delegation planner [FG/21/080]</u> Deferred.</p> <p><u>Skills audit [FG/21/080]</u> The Chair had received six skills audits from governors.</p> <p><u>New governors [FG/21/080]</u> Ongoing.</p> <p><u>Staff wellbeing [FG/21/081]</u> J Richardson had met with non-teaching staff, and she had attended training on the subject along with the Head and Chair. This would be discussed further later in the meeting.</p> <p><u>Maths visit [FG/21/082]</u> L Willshaw had met with the Maths Lead.</p> <p><u>SEND visit [FG/21/082]</u> J Richardson had met with the SENCO.</p> <p><u>EYFS visit [FG/21/082]</u> K Colenso would arrange to meet with the EYFS before the next meeting.</p> <p><u>Literacy visit [FG/21/082]</u> L Willshaw had met with the Literacy Lead.</p> <p><u>Raising the profile of the school [FG/21/083]</u> This action had been assigned to L Festa who had since resigned. The school now had a Facebook page. - Parents have always been told to avoid Social Media. We need to understand the rules about posting, sharing and commenting. Ongoing.</p> <p><u>Training [FG/21/086]</u> Completed.</p> <p><u>Governance Review document [FG/21/086]</u> Completed</p>	Clerk

	<p><u>KCSiE confirmation [FG/21/087]</u> It was noted that all governors had read KCSiE. Action deferred to the next meeting.</p> <p><u>KCSiE Quiz [FG/21/087]</u> Completed.</p> <p><u>Fob for Hovingham door [FG/21/088]</u> Completed.</p> <p><u>Broken Fence [FG/21/088]</u> Architects and the Estate Manager had visited the school and met with K Colenso and J Senior. They felt that the fence could be repaired. The school was awaiting confirmation from NYCC. Ongoing.</p> <p>The Estate Manager also gave permission for the school to move the fence and trim the Yew tree to create more space.</p> <p><u>Open mornings [FG/21/088]</u> There had been some visitors to the Hovingham open morning. Completed.</p>	
FG/21/100	<p><u>Governing body business</u></p> <p><u>Vacancies and Recruitment</u> With the loss of L Festa and the potential loss of other governors, it was important to make progress on filling vacancies. It was noted that the Foundation Governor role was still vacant. <i>[Later in the meeting]</i> It was suggested the Diocese and the Estate could be approached to help find a Foundation Governor. The federation would carry about a parent governor election process.</p> <p><u>Governor Action Plan</u> <i>[Plan had been circulated with the agenda]</i> The Chair went through the objectives:</p> <ul style="list-style-type: none"> • COVID 19 Risk Assessments had been seen and the Head had consulted with the Health & Safety advisor about educational visits and trips. • The Chair and L Bassindale had spent a productive day at both schools looking at progress and impact of the curriculum through learning walks. They would report back at the next meeting. • K Colenso was making contact with EYFS at the schools to develop her understanding. • There had not been a significant step forward in terms of finance although it was noted that governors did receive regular reports and had met with the NYCC Finance Officer, Jill Stockdale. The meeting had been useful, and governors had received advice and guidance for the approval of the revised budget. C Goodchild advised that any such meeting be noted in the plan. • F Standen knew a governor at another school with a financial background who would be willing to support the Board in this area. • There had been a significant increase in the visibility of the vision about the school and on newsletters and letterheads. <p>The Chair would circulate the report for review at the second meeting of every term.</p>	<p>Head</p> <p>Agenda</p>

	<p><u>Governance Healthcheck</u> The Head, Chair and Clerk had recently met with an NYCC governance officer to answer a series of thirty questions on the ability of the governing board and to receive recommendations. A report was expected.</p> <p><u>Skills Audit</u> The Chair had received six forms and had analysed the content to get an impression of the strengths and weaknesses of the Board:</p> <ul style="list-style-type: none"> • Although not all governors had sat on boards, they had some good leadership experience between them. Experience of strategy could be stronger. • There were lots of positives when it came to accountability but there was a weakness in financial planning and preparing for inspection. • The Board was strong on people skills. • Understanding of structure, evaluation and compliance was a strength. • Existing governors had all taken a good deal of training. <p>C Goodchild would send an overview graph to help with the analysis of the skill audit.</p> <p><u>Instrument of Government</u> <i>[Instrument had been circulated with the agenda]</i> Decision: Governors agreed to not change the Instrument of Government</p>	CG
FG/21/101	<p><u>Finance</u> <i>[Finance papers had been circulated with the agenda]</i></p> <p>The Chair noted that approval of the revised budget would come with the caveat that it was to be kept under review and may change as the year went on.</p> <p>The Head explained that there was still a level of uncertainty and an EHCP was expected at Hovingham.</p> <p><u>Wrap-around care</u> Recruitment for the wrap-around care roles at Hovingham had not been successful. An effective leader had been recruited at St Hilda's but no assistant so in the meantime, children were being accepted in the afternoons only and were being looked after by teaching staff. This had implications and the Head felt there was a need to reflect on the provision. The Board should either re-affirm commitment to an assistant and a supervisor at both schools, or decide to scale back.</p> <p>Q. What would scaling back involve? A. It could be offering just after school or mornings at Hovingham. At St Hilda's we currently have a commitment to paying the leader for mornings. We only have three responses for St Hilda's. Do we need a second person? The Chair commented that it was disappointing as there had seemed to be a demand before the provision was put in place. It was suggested that this could be result of more parents working from home, finance or timings.</p> <p><i>H Leggett joined the meeting at 6pm.</i> The SBM explained that the revised budget had to be approved by the end of December and that a draft revised budget would be presented in the Spring term. It could always be impacted by variations.</p> <p>Decision: Governors approved the revised budget on the understanding that there were likely to be changes in the future.</p>	

	<p><i>- I approve but I think we need to say what it is we might need to consider and how we might need to react.</i></p> <p><i>A. There is very little manoeuvrability apart from staffing so we might have to review the staffing structure.</i></p> <p><u>Sparsity funding</u> The SBM explained about sparsity funding:</p> <ul style="list-style-type: none"> • The funding was designed to support small schools with fewer than 150 pupils in remote areas. • The level of funding was not dependant on the number of children currently at a school. Instead, it was calculated by the distance that children in the catchment would have to travel if a school were to be closed. • The formular used to be two miles as the crow flies but this had been updated to a more useful three miles by road. • Hovingham was receiving £20k, which would increase to £45k and up to £55k in 2022. • The funding was recalculated every year, but the SBM was confident that they would continue to receive it. <p><u>Benchmarking</u> <i>[Benchmarking report had been circulated with the agenda].</i> The report had been created by J Stockdale for triangulation. The SBM noted that the Federation had the potential to be compared with single schools with the same number of pupils but just one site. This meant that the Federation were likely to have higher premises costs and would be paying twice as much for rates and bills</p> <p><i>Q. Is there still a greater cost for office support staff?</i> <i>A. We are slightly higher but broadly in line. Some schools have less on-site support, but they pay into NYCC for the bursar service. This would not be show in the benchmarking.</i></p> <p>It was noted that a restructure committee could get support from NYCC Finance and HR services.</p> <p>F Standen would approach her contact about becoming an Associate Member for support in this matter.</p> <p><i>Q. Should the whole governing body be involved in a restructure process?</i> <i>A. No, in case we need to have an appeals committee. The Governing Board would approve the final decision on the recommendation of the committee.</i></p> <p><i>Q. Can we have a SEND strand in finance reports to show how much is being spent on pupils?</i> <i>A. [SBM] Yes, I have been doing some work on this with the SENCO so I will do that.</i></p> <p><i>H Leggett left the meeting at 6.25pm</i></p>	<p>FS</p> <p>HL</p>
FG/21/102	<p><u>Headteacher updates</u></p> <p><u>Headteacher Report</u> <i>[The summer term report had been re-circulated with the agenda]</i></p> <p>The Chair reported that questions had been sent in from governors (see appendix 1 for questions and answers in full). The Chair reminded governors</p>	

that it was useful to receive questions before meetings but that they should be sent to her using a school email address.

The report remained unchanged from the last meeting.

Questions had been received from one governor on the following subjects:

- Issues with the school website.
- Feedback from a pupil who had left the school.
- Press activity.
- Funds from the Friends group.

The governor confirmed that their questions had been answered and made the following comments:

- Press activity doesn't have to be press releases, just better communication. We have been doing some fantastic things, but I keep hearing about things going on in other schools. I would like to be able to shout about our schools. We're on Twitter but not all of the time. The only way we're going to be able to improve our budget is to get children in to school. I've written a strategy – I'm not sure how much of this is for us to do and how much is for school.

- In terms of the funds question, I would like the money to be spent on our children while they are still at school. We need to have some community activity every term or half term. I take the point about Covid but where there's a will, there's a way. What about singing carols on the green? It will keep the school in the forefront of people's minds.

Governors discussed raising the profile of the school:

- Identifying a 'go to' parent in each class might be useful.
- The school could have a presence at the next Hovingham Markets on the 4th and 18th December.
- There is a small music club. The Head would ask the person organising that to support with Christmas carols.

It was noted that further questions had been sent in from a governor who was not present at the meeting and that it would not be appropriate to address these in their absence. The Head had responded in full to the questions, following advice from NYCC HR and Finance.

Another governor had sent a series of questions which had been answered by the Head.

SIAMS SEF

[SEFs for both schools had been circulated with the agenda]

The Head explained that these were developing and evolving documents.

The School Bus

Governors had seen a presentation on the School Bus scheme. It was agreed that, while there would be some advantages it was not something that the Federation should progress with at the moment.

Staff health and wellbeing

The Chair noted that in the previous few weeks, there had been some additional training on staff wellbeing involving herself, J Richardson, A Spaven and the Head.

Head

	<p>J Richardson added that there had been three meetings involving the Head, teaching and non-teaching staff. Responses had been collated and strategies were being developed. The staff governor would be involved it the next stage.</p> <p>Responses from staff had identified a desire to know governors better and it was suggested that an informal catch-up with coffee and mince-pies at both schools would be good way to address this.</p> <p>The Chair would arrange this and invite staff.</p>	Chair
FG/21/103	<p><u>School development plan</u> <i>[SDP had been circulated with the agenda]</i></p> <p>It was noted that this document remained unchanged from the last meeting.</p> <p>The Head reported that this week, strands related to governors had moved from amber to green.</p>	
FG/21/104	<p><u>Policies</u> <i>[Policies and a policies list had been circulated with the agenda]</i></p> <p>Attendance (Date change)</p> <p>Children with Health Needs who can't attend school (Date change)</p> <p>Disciplinary (Updated, NYCC) The SEND link governor had asked questions about this policy prior to the meeting and had been satisfied with the answers.</p> <p>EYFS (Updated, HSHAFED)</p> <p>First Aid (Updated, NYCC)</p> <p>Induction (Updated, NYCC)</p> <p>Leave (Updated, NYCC)</p> <p>Managing Allegations (New, NYCC)</p> <p>Missing Children (Date change)</p> <p>Missing in Education (Date change)</p> <p>Pay Policy (2021-22, NYCC, personalised for HSHAFED)</p> <p>Induction of ECTs (New, NYCC) It was noted that the schools did not currently have any Early Career Teachers but that this policy should still be in place.</p> <p>Children with Medical Conditions (Updated, NYCC)</p> <p>Information (Updated, Veritau)</p> <p>Decision: Governors approved all policies.</p>	
FG/21/105	<p><u>GDPR</u> The Head and SBM had taken training in DPIA (Data Protections Impact Assessment) linked to safeguarding and data protection. The result of this would be shared at the next meeting.</p>	Agenda
FG/21/106	<p><u>Governor training</u></p> <ul style="list-style-type: none"> • J Senior had signed up for NYCC training on becoming a Chair, but this had been cancelled. • A Spaven would take Mental Health First Aid training. 	

	<ul style="list-style-type: none"> L Willshaw attended regular networking forums set up by the Diocese. <p>C Goodchild reminded governors that any training they take outside of their governor roles could be useful and should be recorded.</p> <p>Governors would send any certificates to the Clerk.</p>	
FG/21/107	<p><u>Safeguarding</u> <i>[Safeguarding annual reports for both schools had been circulated with the agenda]</i></p> <p>The Head noted that this document should be cross-referenced with the policy schedule. This was a key document, both for the Safeguarding governor and for an Ofsted inspection.</p> <p>It was noted that all governors had read KCSiE. The Clerk would bring in a paper for governors to sign to this effect at the next meeting.</p>	Clerk
FG/21/108	<p><u>Health & Safety</u></p> <p>K Colenso would take on the role of Health and Safety governor and would meet with the Head before the end of term.</p> <p>The NYCC Health & Safety officer, Wayne Thickett would visit the schools on 24th November to inspect paperwork.</p>	KC
FG/21/109	<p><u>Governor monitoring</u></p> <p>L Willshaw had completed a Maths visit and the report had been circulated prior to the meeting.</p> <p>It was noted that the Maths Lead was using her own subscription for a maths programme. The SBM would be looking into subscriptions across the Federation. The Head explained that the cost for the school to have their subscription would be very high. He was looking at alternatives.</p> <p>J Richardson had carried out a SEND visit. Her report would be shared at the next meeting.</p> <p>J Richardson referred to the need to balance the duty to do everything possible for an individual child with the impact on the other children in the school. She recommended more systems to get accurate feedback from parents and children. The Head explained that pupils voice at KS2 would be discussed further at the next meeting and that parent voice was in line with Ofsted priorities and would also be discussed next time.</p> <p>L Bassindale and J Senior would carry out a curriculum visit.</p> <p>L Willshaw would carry out a literacy visit before the next meeting.</p>	<p>Agenda</p> <p>Agenda</p> <p>LB/JS</p> <p>LW</p>
FG/21/110	<p><u>Urgent other business</u></p> <p><u>School meals</u></p> <p>School meals at St Hilda's had been provided by the St Margaret Clitherow Academy and cooked at St Benedict's school. Recent staffing challenges meant that no hot meals had been delivered to St Hilda's for nine days. Late communication had led to difficulties and the Head had had to agree to new prices, which he had done for just one week.</p> <p>The Head suggested three options:</p> <ul style="list-style-type: none"> Continue with meals from St Benedict's NYCC meals collected from Helmsley Meals to be cooked at Hovingham and transported to St Hilda's. 	

	<p>The Head was awaiting costings from NYCC for the second two options. Q. Would we need specialist equipment [for transporting meals and keeping them warm]? A. NYCC would provide that.</p> <p>Decision: Governors agreed that the best option would be to employ the Hovingham cook to provide meals for St Hilda's. The Head would proceed with this decision.</p> <p>C Goodchild suggested communicating this decision to parents.</p> <p><u>Communication with staff</u> The Chair suggested communicating with staff to say that governors were aware of the financial challenges and were working on solutions.</p>	<p>Head Head/Chair Chair</p>
FG/21/111	<p><u>Matters for celebration and reflection on vision</u></p> <ul style="list-style-type: none"> • Governors have made considerable progress in terms of training, communication and school visits. • Vision was much more visible this term and it was having an impact. • There had been a range of opportunities and trips for children. • The schools had been able to welcome visitors back into the building including an assembly about Islam. 	
FG/21/112	<p><u>Matters for inclusion on the next agenda</u></p> <ul style="list-style-type: none"> • Headteacher report • Assessments • Visit from the diocese • Wellbeing • Curriculum visit • Data protection • SEND visit report • Pupil voice • DPIA training 	
FG/21/113	<p><u>Date and time of the next meeting</u></p> <p>The next meeting would be held on Tuesday 25th January, 5.30pm at St Hilda's.</p>	

Meeting ended at 7.20pm

Minute	Action	Name
FG/21/099	Visit the school for filing	Clerk
FG/21/100	Carry out a parent governor election	JP
FG/21/100	Share skills audit overview document	CG
FG/21/101	Approach potential finance associate member	FS
FG/21/101	Share SEND finance information	SBM
FG/21/102	Ask music club leader to support with Christmas Carols	JP
FG/21/102	Invite staff to meet with governors for informal coffee and mince pie	JS
FG/21/107	Bring signing sheet for KCSiE to the next meeting	Clerk
FG/21/108	Meet with the Head re Health & Safety role	KC
FG/21/109	Curriculum visit	LB/JS
FG/21/109	Literacy visit	LW
FG/21/110	Proceed with Hovingham cook providing meals for St Hilda's	JP

FG/21/110	Write to parents to inform them of school meals decision	JP/JS
FG/21/110	Write to staff re. financial situation	JS

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
EYFS: Early Years Foundation Stage
FSM: Free School Meals
GSINs: Governors School Improvement Network meetings
HLTA: High Level Teaching Assistant
MSL: Maths Subject Leader
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

CPOMS: Child Protection Online Management System
EVA: Esk Valley Alliance
FGB: Full Governing Body
GLD: Good Level of Development
KS1: Key Stage One **KS2:** Key Stage Two
NYCC: North Yorkshire County Council
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