

Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation
Minutes of the Full Governing Body
Monday 21st March 2022, St Hilda's

Present: **Johanna Senior** (Chair)
 James Pynn (Headteacher)
 Louisa Carolan
 Kim Colenso
 Jane Richardson
 Amy Spaven
 Frances Standen

In Attendance: **Andrew Dixon** (Strategic Planning Officer, NYCC)
 Sally Dunn (Head of Schools Finance, NYCC)
 Matt George (Strategic Planning Officer, NYCC)
 Julie Pattison (SIA, NYCC)
 Andrew Smith (Director of Education, Diocese of York)
 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 5.30pm

Item	Minute	Action
FG/22/020	<p><u>Welcome</u></p> <p>The Chair welcomed governors and introduced the new Associate Member, Louise Carolan. J Richardson said a prayer.</p> <p>The Chair explained that the meeting would welcome representatives from the Local Authority and the Diocese and that agenda items not covered that evening would be deferred to the next meeting.</p> <p>The following attendees accessed the meeting via teams:</p> <ul style="list-style-type: none"> • J Richardson • C Goodchild • Andrew Dixon • Sally Dunn • Matt George • Julie Pattison • Andrew Smith 	
FG/22/021	<p><u>Apologies for absence</u></p> <ul style="list-style-type: none"> • L Willshaw sent apologies due to work commitments. • J Crabtree sent apologies due to illness. 	

	<p>Governors consented to apologies and the meeting was quorate.</p> <p>The Chair reported that she had received a notice of resignation from Associate Member, Liz Bassindale who was relocating. It was noted that she had been a great help to the Board and would be very much missed. Governors wished her well.</p>	
FG/22/022	<p><u>Declaration of interest and confidentiality</u></p> <p>There were no declarations of interest.</p> <p>Items of confidentiality would be identified throughout the meeting.</p>	
FG/22/023	<p><u>Urgent other business</u></p> <p>A matter of urgent other business related to the tabled confidential minutes was raised at the end of the meeting.</p>	
FG/22/024	<p><u>Previous minutes</u></p> <p><i>[Minutes of the meeting on 25th January had been circulated with the agenda]</i></p> <p>Decision: Governors approved the minutes of the meeting on 25th January 2022.</p> <p><i>[Confidential minutes for the meeting on 25th January were tabled at the meeting]</i></p> <p>Decision: Governors approved the confidential minutes of the meeting on 25th January 2022</p>	
FG/22/025	<p><u>Matters arising</u></p> <p><u>Parent governor elections [FG/22/006]</u> There had been no candidates. The process would be run again. Ongoing.</p> <p><u>Meet with staff [FG/22/006]</u> Governors had held two informal social meetings with staff on 9th and 10th February. Completed.</p> <p><u>Governance health-check [FG/22/006]</u> The report had been circulated to governors. Completed.</p> <p><u>Use SIA visit report during monitoring visits [FG/22/007]</u> The report had been used as reference by several governors during their monitoring. Completed.</p> <p><u>Mental health first aider training [FG/22/007]</u> Deferred.</p> <p><u>Wellbeing policy headings [FG/22/007]</u> C Goodchild had circulated policy headings. Completed.</p> <p><u>Full governor role [FG/22/009]</u> The Chair had discussed the role with L Bassindale but she was unable to take it and had since resigned. Completed.</p> <p><u>School dinners [FG/22/009]</u> The Head had discussed the school dinners situation. The schools would remain as they were for the time being. Completed.</p>	<p>JP</p> <p>JP</p>

	<p><u>School railings [FG/22/009]</u> Deferred.</p> <p><u>Governor vacancies [FG/22/012]</u> Adverts had been placed locally and two candidates had come forward. The Chair had circulated information to the Board about both and they had both visited the school and met with the Chair and Head. Both candidates were aware of the challenges faced by the schools.</p> <p>Governors briefly discussed the two candidates.</p> <p>Decision: Governors unanimously agreed to appoint Julia Scott and Charles Reynard as co-opted governors.</p> <p>The Clerk had forwarded details of a third potential candidate but there had been no response. Completed.</p> <p><u>SFVS [FG/22/018]</u> Governors would approve the document at this meeting. Completed.</p>	JS/KC
FG/22/023	<p><u>Governance</u> Item deferred to the next meeting.</p>	
FG/22/024	<p><u>Headteacher updates</u> Item deferred to the next meeting.</p>	
FG/22/025	<p><u>School Development Plan</u> Item deferred to the next meeting.</p>	
FG/22/026	<p><u>Finance and Premises</u></p> <p><u>SFVS</u> <i>[The SFVS had been circulated with the agenda]</i> The Chair reported that she had recently visited the school with L Bassindale and scrutinised the SFVS line by line with the Head and School Businesses Manager. She recommended the SFVS for approval.</p> <p>Q. Were you able to check that Business Interest forms were in order? A. These are kept in the school and maintained by the Clerk.</p> <p>Decision: Governors unanimously approved the SFVS.</p> <p><u>Start Budget</u> <i>[The Start Budget had been circulated with the agenda]</i> It was noted that the Head of Schools Finance would shortly be joining the meeting. Governors agreed to ask advice before making a decision on the Start Budget.</p> <p>Decision: Later in the meeting, it was agreed that the Start Budget would not be approved and that a Financial Recovery Plan would be submitted.</p> <p><u>Property Maintenance</u> <i>[Property maintenance contract proposal had been circulated with the agenda]</i> The Chair summarised that the proposal was to move from the current provider to one recommended by the Diocese. The move would reduce the total fee from around £6700 to £3800.</p>	

	<p>Q. Is this figure for both schools? A. Yes, it is.</p> <p>Q. Have you had many reactive requests in the past? A. There have been several small, routine things such as plumbing issues. We do have a good relationship with our current provider, but the Diocesan offer is extensive. They have a good reputation and monthly maintenance is much cheaper. We would pay a monthly fee and more if we need anything to be done.</p> <p>The document also outlined a proposal to move to grounds maintenance provider SCS.</p> <p>Decision: Governors agreed to move to the new property and grounds maintenance providers as outlined in the proposal.</p>	
FG/22/027	<p><u>Safeguarding</u></p> <p>The Chair noted that governors had received a visit report on Safeguarding from Julie Pattison (att. 7).</p> <p>K Colenso had carried out a Safeguarding visit to St Hilda's.</p> <p>Q. Did your visit raise any concerns? A. No, the visit went well, and I was able to record parent and pupil voice. It was a very positive visit.</p>	
FG/22/028	<p><u>Governor training</u></p> <p>Governors were asked to send any relevant training certificates to the Clerk. Action: The Clerk would circulate a list of NYCC governance training courses.</p>	Clerk
FG/22/029	<p><u>Budget</u> <i>[Representatives from NYCC and York Diocese joined the meeting via Teams at 6.00pm]</i></p> <p>CONFIDENTIAL MINUTE</p>	
FG/22/030	<p><u>Policies</u></p> <p><i>[All policies had been circulated with the agenda]</i></p> <p>Access to education for children with medical needs</p> <p>Children in care The Head would remove the name of a former governor from the policy.</p> <p>Code of conduct This had been updated in line with the most recent version of KCSiE.</p> <p>Educational visits</p> <p>Equality scheme</p> <p>Managing allegations against staff</p> <p>Health & Safety</p> <p>Feedback and marking</p> <p>Medical</p> <p>Records management (both schools)</p> <p>RSE</p>	

	<p><u>Special category data (both schools)</u></p> <p><u>Behaviour</u> Included revisions related to sexual behaviour with further revisions expected in the Summer term.</p> <p>Decision: Governors approved all policies.</p>	
FG/22/031	<p>GDPR The Head reported the Veritau had produced new posters across both schools to remind everybody of the need to keep data safe.</p>	
FG/22/032	<p>Health & Safety <i>[Premises inspection reports for both schools had been circulated with the agenda]</i> The Chair commented that these were useful reports with necessary actions points.</p> <p>Q. There were a few actions marked as high priority such as the finger guards at St Hilda's. How have these been progressed? A. All actions have been done or are scheduled to be done.</p>	
FG/22/033	<p>Governor monitoring Item deferred to the next meeting.</p>	
FG/22/034	<p>Urgent other business Governors asked for more information about after school provision at Hovingham. The Head explained that the school had been unable to recruit for both positions and had been advised by HR to not fill any positions at this time. Somebody had approached for one of the roles, but the second role had not been filled. When that person had been contacted again, they were no longer available. Governors suggested that the schools could provide some after-schools clubs and said that existing staff were willing to do this. The Head replied that booster club and art club were running and that staff meetings took place on Wednesdays making capacity limited. It was noted that this would be the last meeting attended by Carole Goodchild. The Chair thanked Carole for her extensive help and support.</p>	
FG/22/035	<p>Date and time of the next meeting An extraordinary meeting would take place on Thursday 31st March at 4pm</p>	

Meeting ended at 7.30pm

Minute	Action	Name
FG/22/025	Run parent governor elections	JP
FG/22/025	Look into mental health first aider training	JP
FG/22/025	Look into school railings repairs	JS/KC
FG/22/028	Circulate NYCC training	Clerk

The following acronyms may have been used throughout the minutes:

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	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	SCR: Single Central Record
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	