

**Hovingham & St Hilda's, Ampleforth CE Primary Schools' Federation**  
**Minutes of the Full Governing Body**  
**Tuesday 25<sup>th</sup> January 2022, St Hilda's**

**Present:**        **Johanna Senior** (Chair)  
                       **James Pynn** (Headteacher)  
                       **Jane Richardson**  
                       **Amy Spaven**  
                       **Lucy Willshaw** (Co-Vice Chair)

**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 5.30pm*

Item	Minute	Action
FG/22/001	<p><b><u>Welcome</u></b></p> <p>The Chair welcomed governors and L Willshaw said a prayer.</p>	
FG/22/002	<p><b><u>Apologies for absence</u></b></p> <ul style="list-style-type: none"> <li>• K Colenso sent apologies due to a pre-arranged holiday.</li> <li>• L Bassindale sent apologies due to illness.</li> <li>• J Crabtree sent apologies due to illness.</li> </ul> <p>Governors consented to apologies and the meeting was quorate.</p> <p><i>The Clerk had received apologies from F Standen but had not seen the email until after the meeting.</i></p> <p>The following attendees accessed the meeting via teams:</p> <ul style="list-style-type: none"> <li>• L Willshaw</li> <li>• C Goodchild</li> </ul> <p>The Chair reported that she had received a letter of resignation from Clare Almond and that she would write to thank her for her valuable contribution on behalf of the governing body.</p> <p>The Chair reported that F Standen intended to resign before the next meeting. This highlighted the importance of recruitment to the Board.</p>	
FG/22/003	<p><b><u>Declaration of interest and confidentiality</u></b></p> <p>There were no declarations of interest.          There were no items identified as confidential.</p>	

FG/22/004	<p><b><u>Urgent other business</u></b></p> <p>Governors agreed to note the Headteacher Performance Management process.</p>	
FG/22/005	<p><b><u>Previous minutes</u></b>  <i>[Minutes of the meeting on 23<sup>rd</sup> November had been circulated with the agenda]</i></p> <p><b>Decision:</b> Governors <b>approved</b> the minutes of the meeting on 23<sup>rd</sup> November 2021.</p>	
FG/22/006	<p><b><u>Matters arising</u></b></p> <p><u>Filing [FG/21/099]</u> Completed.</p> <p><u>Parent governor election [FG/21/100]</u> There had been no candidates. The process would be run again.</p> <p><u>Skills audit [FG/21/100]</u> Completed.</p> <p><u>Finance Associate Member [FG/21/101]</u> Completed. To be discussed later in the meeting.</p> <p><u>SEND finance information [FG/21/101]</u> Completed.</p> <p><u>Christmas carols [FG/21/102]</u> Sadly, it was not possible for this to take place due to covid.</p> <p><u>Staff-governor informal meeting [FG/21/102]</u> Due to time constraints, this did not take place before Christmas. It had been arranged for 9<sup>th</sup> February at St Hilda's and 10<sup>th</sup> February at Hovingham at 3.45. Refreshments would be served, and governors were asked to attend if they could.</p> <p><u>KCSIE signing sheet [FG/21/107]</u> Completed.</p> <p><u>K Colenso meeting with the Head re. Health &amp; Safety role [FG/21/108]</u> Completed.</p> <p><u>Curriculum visit [FG/21/109]</u> Completed.</p> <p><u>Literacy visit [FG/21/109]</u> Completed.</p> <p><u>School meals [FG/21/110]</u> Ongoing. To be discussed later in the meeting.</p> <p><u>Staff communication [FG/21/110]</u> The Chair had written to all staff before Christmas to let them know that governors were aware of the challenges faced by the school.</p> <p>A governance healthcheck had taken place in November but the report had not yet been received. The Head and Clerk would investigate.</p>	<p>JP</p> <p>All</p> <p>JP/Clerk</p>

FG/22/007	<p><b><u>Headteacher updates</u></b></p> <p><u>Headteacher report</u>  <i>[Report was circulated with the agenda]</i>  The Chair reminded governors that the report was in a new style, following training from the NLE. The excel spreadsheet was designed to show progression through the year and there was flexibility in what could be included. The Chair encouraged governors to ask for information that they would like to see on the report.</p> <p>The Head echoed this, explaining that certain categories were not relevant to the Federation. During a safeguarding check that day, the SIA had been positive about changes to the report. It could now be viewed in a way that shows patterns, trends and changes.</p> <p><u>Diocese visit: 17<sup>th</sup> November</u>  <i>[ROV had been circulated with the agenda]</i>  Part of the visit involved a meeting with staff about spirituality. The Head thanked L Willshaw for coming into school to discuss the ROV and noted that it had been built into the SDP.</p> <p><u>School Improvement visit: 29<sup>th</sup> November</u>  <i>[ROV had been circulated with the agenda]</i>  This was one of a number of visits to the school in the Autumn term.  <b>Action:</b> The Head asked governors with subject responsibility to use the report to monitor progress on actions.</p> <p><u>Staff Health &amp; Wellbeing</u>  The questionnaire would be circulated to staff following the meeting. J Richardson explained that questions relating to stress had come from the framework and that they provided a good starting point. Next steps would be to consider a champion for the Federation and to decide on which points could be enacted.</p> <p>The Chair pointed out that there was a lot of training on wellbeing for governors to access and the Staff governor suggested that she would like to take part in some Mental Health first aid training.  <b>Action:</b> The Head would move forward with providing Mental Health First Aid training.</p> <p>The Chair felt that the proposed staff and governor meeting would help to demonstrate that there was a concern about staff wellbeing.</p> <p>C Goodchild recommended a Wellbeing Policy with a statement of intent.  <b>Action:</b> C Goodchild to send policy headings to the Head.</p> <p><u>SEF</u>  <i>[SEFs for both schools had been circulated with the agenda]</i>  The Head explained that the first four pages of each document provided a summary and that both were updated following work with the SIA on Hovingham and curriculum areas. He pointed out that the documents now had extra clarity on next steps.</p> <p>The Chair had been booked onto training to develop her knowledge and understanding of the SEF documents.</p> <p><u>Pupil Voice</u>  The Head pointed out that pupil voice could now be seen in the Headteacher report and explained that the results of this had been followed up by a one-to-one</p>	<p>JS, LW, LB</p> <p>JP</p> <p>CG</p>
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	<p>conversation with each child at Hovingham. He noted that before covid, children had been more adept at talking to teachers and visitor but that this had been lost to an extent. The conversations were a follow-up on responses to questions about bullying, feeling safe and the ability for children to work undisturbed. The conversations had uncovered the following:</p> <ul style="list-style-type: none"> <li>• The term ‘bullying’ was sometimes applied to fallouts and problems with specific or strong personalities.</li> <li>• A child had expanded on not feeling safe by saying they had felt anxious at the start of a school trip because they didn’t know what to expect.</li> <li>• The ability to work undisturbed could have been impacted by a specific pupil but children also explained that they themselves sometimes didn’t feel focussed. This would be explored further to check that lack of concentration wasn’t SEN related.</li> </ul> <p>Overall, this was a good opportunity to build on the evidence collected online.</p> <p><b>Q. How do you deal with relationship issues? Do you have discussions?</b>  <b>A. Yes. The challenge at Hovingham is that numbers are down so friendship choices are limited. Other schools can make changes with classes, but we can’t do that, so we need to work harder. We’re having coaching conversations about recognising when somebody is a bit down and how we interact with each other. The lesson of starting afresh is really useful.</b></p> <p><b>Q. Will these conversations and pupil voice be a regular thing now?</b>  <b>A. Yes, the column in the report will be filled in each term. It didn’t happen at St Hilda’s before Christmas because of staff absence.</b></p> <p><b>Q. As we get back to normal. Can pupils talk to governors? It would reinforce what you’re saying.</b>  <b>A. Yes please, that would be really useful.</b></p> <p><b>- The younger ones have PSHE and RE and the KS2 children have bike days and lessons on bullying. It’s also covered in collective worship.</b></p> <p><u>Wrap-around care</u>  The Chair explained that staffing had been difficult to find at Hovingham and take-up at St Hilda’s had been disappointing with a maximum of six attending in the afternoon and none in the morning.</p> <p><b>Q. Do you think things will change after covid?</b>  <b>A. [Staff governor] I don’t know – parents aren’t sharing that.</b>  <b>A. [Head] We have reached out to parents and sent a follow-up questionnaire but only three parents have responded.</b></p> <p>CONFIDENTIAL MINUTE</p>	
FG/22/008	<p><b><u>School Development Plan</u></b>  <i>[SDP had been circulated with the agenda]</i>  The Chair thanked L Willshaw for her input to the SIAMS element and the Head noted that this was an ongoing document addressing medium-term actions.</p>	
FG/22/009	<p><b><u>Finance and Premises</u></b>  <u>Budget Monitoring</u>  <i>[Budget monitoring reports had been circulated with the agenda]</i>  <b>Q. Was there any feedback from NYCC about submitting the revised budget</b></p>	

*with a caveat?*

*A. No.*

*Q. Is there any significant difference to this since we last looked at it?*

*A. There has been a further loss of pupils, but nothing related to budget management.*

*Q. Pupil numbers, especially at Hovingham, is a big concern. How many do we have there at the moment?*

*A. 16.*

*Q. Do you have any exit data?*

CONFIDENTIAL MINUTE

*A. The situation continues to be insecure. There is a raft of things we are looking to do. We have begun to have more activities such as archery with KS2, a whole school Box To Be Fit event, Forest Schools, a trip to parliament, a trip to Merton Park for Roman Day, a diocesan trip, and we are looking to bring the school in to the community through Hovingham Market in April. So, we are doing a range of things while not losing site of the need to focus on English and Maths and the curriculum.*

*Q. In the longer term, how are we going to balance the books?*

*A. I met with Jill Stockdale [FMS Officer] this term to look at budget lines and there are some savings to be made. They are modest sums, but we will need something more radical.*

The Chair reminded governors that she had been introduced to a potential new Associate Member with experience of governance and finance, who was prepared to support them in the short term. A profile had been circulated prior to the meeting and the Chair had spoken with her.

**Decision:** Governors **unanimously AGREED** to appoint Louisa Carolan to the role of Associate Member.

*[A Spaven left the meeting at 6.30pm]*

CONFIDENTIAL MINUTE

**Action:** The Chair would approach L Bassindale again about becoming a full governor.

*[A Spaven returned to the meeting at 6.40pm]*

School Meals

*[Information regarding school meals had been circulated with the agenda]*

The Head explained that the quote from NYCC of £3.38 per meal was an estimate based on 15 meals being produced, which was a high estimate.

*Q. Have you had any pupil voice about the meals?*

*A. The feedback is that they are happy with the meals at Hovingham. The question is, what do we do at St Hilda's? Do we continue to collect from St Benedict's or do we move to have them cooked at Hovingham and collected and served at our cost?*

Governors discussed the matter, and the following points were raised:

- Meals would have to be collected from Hovingham at 11.45 to serve at St Hilda's at 12.00.

JS



FG/22/014	<p><b><u>Health &amp; Safety</u></b>  <i>[Paperwork Review visit reports had been circulated with the agenda]</i>  A questions had been asked via email about whether the Head had diarised lockdown procedures.</p> <p><b>A. A letter has been sent to parents. We will be sharing the ‘Big Book’ with children before diarising.</b></p> <p><b>Q. The footpaths are slippery. Who is responsible for cleaning these?</b>  <b>A. Everything listed in the reports has been dealt with.</b></p>	
FG/22/015	<p><b><u>Governor monitoring</u></b>  <i>[Visit reports for Early Years, SEND, Curriculum and Literacy had been circulated prior to the meeting]</i></p> <p>The Chair noted that there have been some very productive visits to the school and that all had scheduled follow-up visits.</p> <p>K Colenso would carry out a Safeguarding visit.</p> <p>L Willshaw had carried out a Maths visit, had a conversation with the English lead and had spoken with the Head about Vision and Values.</p>	
FG/22/016	<p><b><u>Urgent other business</u></b></p> <p>The Chair reported that the Headteacher Performance Management process had been completed and fresh objectives chosen. She thanked Alison Smith from the Diocese for supporting the process.</p>	
FG/22/017	<p><b><u>Matters for celebration and reflection on vision</u></b></p> <ul style="list-style-type: none"> <li>• A number of exciting events had taken place across both schools.</li> <li>• Governors had been particularly active with their monitoring.</li> <li>• Most pupils and staff were now back in school following a challenging pre-Christmas period.</li> </ul>	
FG/22/018	<p><b><u>Matters for inclusion on the next agenda</u></b></p> <ul style="list-style-type: none"> <li>• Wellbeing</li> <li>• Review of the Governing Body Action Plan</li> <li>• Parent Governor elections</li> <li>• SFVS</li> </ul> <p><b>Action:</b> The Clerk would share SFVS document before the next meeting.</p>	Clerk
FG/22/019	<p><b><u>Date and time of the next meeting</u></b></p> <p>The next meeting would be held on Monday 21<sup>st</sup> March at Hovingham.</p>	

Meeting ended at 7.05pm

Minute	Action	Name
FG/22/006	Run parent governor elections	Head
FG/22/006	Meet with staff on 9 <sup>th</sup> and 10 <sup>th</sup> February	All
FG/22/006	Check status of governance healthcheck	Clerk/Head
FG/22/007	Use SIA visit report to monitor progress on actions	JS, LW, LB
FG/22/007	Move forward with mental health first aid training	Head
FG/22/007	Send policy heading for wellbeing policy	CG
FG/22/009	Discuss governor role with L Bassindale	JS
FG/22/009	Discuss school dinners with C Chiltern and HR	Head
FG/22/009	Ask for second opinion on school railings	JS/KC
FG/22/012	Arrange for advertising for new governors	JS
FG/22/012	Pass on details of potential new governor	Clerk
FG/22/018	Share SFVS document before the next meeting	Clerk

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

## APPENDIX 1: Question from Kim Colenso

Item 14 of the agenda: Health and Safety:

Docs 17a and 17b:

Reference the paperwork evaluation checklist for both schools, under improvements required in both schools:

Q. Does James now have a date fixed to carry out Lockdown Drills in both schools before February half term?

A. Yes, Hov diarised 1<sup>st</sup> Feb and St H 4<sup>th</sup> Feb for Lockdown drill.

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## APPENDIX 1: Questions from Jane Richardson

Railings

That looks expensive as cost of making the new railings doesn't seem to be estimated unless I have read it incorrectly.

*Correct!*

The person giving the quote will be working for the Estate and we need to ensure no conflicts here and try to get an alternative quote.

*Totally agreed! This was an update and alternative quotes would need to be sought.*

Redundancy wording in the document seems not appropriate in 2.2 but guess this is a cover all NYCC document.

*NYCC policy wording*

With regards to the GB being responsible for defining the service to be provided within the schools and formulating the most appropriate staff structure to deliver the service - advice would come from the HT but where else could the GB go to get advice and ensure independence and lack of bias? (thinking re possible challenge)

*Our Financial Officer, Jill Stockdale, would bring experience of other settings, as would our SEA, Julie Pattison.*

Are staff contracts time specific eg one year renewable or on going

*A limited number are fixed term ending Aug 31 (supporting a pupil with SEN where we expect the pupil to leave)*

Is the contract with the Federation or with one school?

*Most are Federation. Pre April 15 are with one or other school.*

What unions would be likely to be involved in consultation

*Teaching unions, Support staff unions – to be confirmed.*

Would it be possible to do a skills audit of staff ahead of the process?

*This isn't what the process identifies and could, I fear be misconstrued.*

Not quite sure of the implications of pay protection?

I believe this related to change of role

Re the behaviour policy What are the legal implications of posting defamatory remarks on social media against an institution not individual

*I would need to consult NYCC legal to determine this. It may initially be seeking to resolve by retraction.*

Re retirement - do we have staff over 55 yrs of age (am I allowed to ask this!?)

*No, we don't.*

Re travel expenses this also depends on whether the contract is with the Federation or one school - do we have a policy re this?

*No, it hasn't arisen as yet.*

I will arrange a SEND walk through at Hovingham as highlighted. Do you want that early in the term?

*Thank you, please liaise with Faye.*

Would you have time to give your thought to the possibility of a musical performance by the school for the community this year to use some money left for a joint aim of school children and music and community.

*Yes, I think is a nice idea. Initial thoughts are that it would be a very short programme, perhaps if pupils were taught re playing the donated handbells. Can I discuss, when convenient, this query further with you in order that we have the same aspirations.*

*Thank you.*

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### Appendix 3: Questions from Frances Standen

Request plan of community engagement for the rest of the school year

*Proposed Open Day at Hovingham – a weekend afternoon for 2 hours, with menu samples, a chance to look round the school.*

*Staff visits to local nurseries*

*Stay and play offer in schools.*

*Hovingham Music event – to discuss with Jane R.*

What steps are being taken to boost pupil numbers?

*Social Media Live from early February*

*Involvement in and promotion of participation in events which broaden the curriculum – see newsletters for examples.*

Recognition of the work being done by Mrs Martin to tidy up the outside area around the door, inside spaces, sheds etc and for organising the Bags2School collection. I wonder whether she might be approached to run an after school cookery club? I spoke to a parent today who has a child at Foston school and her reception child made chilli last week at after school cookery club!

*I will discuss this with her (discussed with JS).*

All parents meeting to allay fears of continued falling numbers.

*I would want to discuss this with Julie Pattison. Currently I am speaking with individual families.*