



**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 12th November 2024 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Danielle Gaynor (Head, DG)
Helen Peat (HP)
Kerry Caldicott (KC)
Nicola Murchie (NM)
Danielle Saunders (DS)
Marie Bonnot (Guest Staff Member, MB)
Jane Fabisz (JF)
Mark Kay (MK)
Carlie Huddleston (Clerk)

Apologies: Danielle Jermy (DJ) - Maternity Leave
Jasmin Ash (JA)
Amelia Beeley (Vice Chair, AB)
Jack Field (JJF)

Guest: Vicki Read

Clerk took minutes for this meeting

Item No.	Subject	Who	
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. The Governors accepted apologies from DJ, JA, AB and JJF. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business – None		
4.	Nomination from MK to join the Governing Body as Co-opted Governor – Approved The Governors welcomed MK and JF to the Governing Body.		

Signed..... *V. Allen*Date.....10/12/2024.....

5.	<p>Staff presentation – ‘Writing’ – Vicki Read Presentation</p> <p>Within the 2024-26 Strategic Development Plan, the ‘Strategic Focus 1’ is Writing. See the Strategic Development Plan.</p> <p>Vicki Read who is the Writing Lead for the school gave the Governors a presentation on her plan for writing for this academic year. Vicki has a phase specific plan that has incorporated ideas from phase staff and adjusted monitoring to meet the different needs of each phase. Twice a term there will be assessment of all children and staff will reassess whether each child is ‘below ARE’ (age related expectations), ‘at ARE’ or ‘above ARE’.</p> <p>At the end of a topic there is now a week's gap for intensive intervention of common weaknesses.</p> <p>The long-term target is to have all year groups reaching 72% of children at ARE for writing. This is the national average in the UK for year 6.</p> <p>Question: How have you found space in the curriculum for the extra weeks?</p> <p>Answer: we are now using Herts for Learning Scheme for English which has a greater emphasis on oracy, text meaning and writing. The scheme has natural gaps built in to allow gaps in learning to be recovered. The previous rushing to the next topic was creating gaps in knowledge that were increasing each time a child didn't understand. The basics need establishing for the longer-term content of the curriculum. The children have such amazing ideas but don't have the skills to put these into writing. Improving the basic knowledge and breaking down the barriers to their learning will have long term benefits for their writing.</p> <p>Question: Are there any national stats for the younger years?</p> <p>Answer: The Year 2 Sat’s have been stopped now. We can use data from our local cluster schools or Cambridgeshire County data to benchmark against other schools. Year 6 is the only published national data.</p> <p>Question: Is the target 72% for all year groups or is it reflective of the current position?</p> <p>Answer: No, it has been adjusted for each year group's needs. Interventions have all been targeted on the needs of the year group.</p>		
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Signed..... *V. Read*Date.....10/12/2024.....

	<p>Observation: It is great to see the links between the presentation and the StDP, this will be a good framework for Governor monitoring visits.</p>		
6.	<p>Approval of meeting minutes</p> <p>6.1 For approval: The minutes of the meeting held on 15th October 2024 - Approved</p> <p>6.2 For approval: The confidential minutes of the meeting held on 15th October 2024 - Approved</p> <p>6.3 For approval: The confidential minutes of the meeting held on 22nd October 2024 - Approved</p> <p>6.4: Actions from the previous meeting and progress are recorded at the end of the minutes.</p>		
7.	<p>Finance - Receive budget monitoring report for month 7</p> <p>Governors had been delayed receiving the BMR as Jo Guest (JG) had not been able to access correct reports on SBS due to system issues. There were errors in the teacher pay awards within the system and therefore producing incorrect values. JG has created her own BMR again to give the Governors and SLT an estimated budget position.</p> <p>DG advised that the BMR reports could be adjusted to Governor's suggestions. The original SBS reports are not as easy to read and don't display cost centres correctly.</p> <p>As the BMR was delayed Governors can add questions to the meeting question sheet for a further 7 days and DG will put these to JG.</p> <p>The report and current financial position were noted by Governors.</p>		
8.	<p>Headteacher report:</p> <p>Risks to bring to the attention of Governors.</p> <p>Please see confidential minutes.</p>		

Signed..... *V. of Alison* Date.....10/12/2024.....

	<p>Attendance - staff & pupils</p> <p>MP and KDG have monitored for Autumn term 1 following the attendance policy. Letters are going out this week for 'attendance under 90%' and '4 or more late marks'. MP will be engaging with parents. Staff attendance is still ok.</p> <p>Well-being - staff & pupils</p> <p>FP has shared a website with staff for wellbeing and the healthy schools' website is available for children too.</p> <p>Safeguarding</p> <p>Implementation of changes to the start and end of the day protocol. There is an improvement in lateness now the gates are being shut in line with the protocol.</p> <p>Police have visited school to address parking outside the school and issued some parking tickets.</p> <p>Contracts</p> <p>Broadband - CCC (Cambridgeshire County Council) will no longer be providing broadband to schools from March 2025. This was only announced by CCC to headteachers two weeks ago. Cluster heads are all in the same situation and are contacting suppliers together to negotiate better deals. Business managers are now exploring options and requirements. The school are currently spending approximately £5k a year and estimates from one potential new provider are £2.5k. The reduced price depends on the existing cabling to the school being suitable otherwise there would be installation costs of approximately £2k.</p> <p>Cleaning – School has given notice to terminate the current contract with Easi Clean; the school will be looking for a new provider at a lower cost.</p>		
9.	Verbal report from Salary Committee		

Signed..... *V. of Allen* Date.....10/12/2024.....

	The salary committee met before half term and reviewed the recommendations and evidence for teaching staff. All have been approved.		
10.	<p>Verbal report from the HTPMR Panel – by Panel Chair Including sharing the Objectives agreed with DG for the year</p> <p>VA, DS and NM along with Rachel Schofield (Leadership Advisor) undertook the review. Good process and well supported assured by Rachel that the process was being conducted correctly. DG happy for objectives to be shared with Governors. DG’s objectives and the links to the development plan were shared with the Governors ahead of the meeting. Some monitoring items will be on GB meeting agendas and some within evidence through planned monitoring visits. VA will add so additional monitoring visits to the planner to ensure all aspects are covered, and performance against the objectives can be seen by Governors.</p>		
11.	<p>Review and approve SEN information report (Annual, last reviewed and published Nov 2023) updated and reviewed by SENCo and DG and uploaded to website – Approved</p>		
12.	<p>Review draft pupil premium strategy statement (Annual, last reviewed and published Oct 2023) updated and reviewed by DG. - Approved</p> <p>Question: Pg 1 shows £0 recovery funding. Pg 2 - “we plan that additional recovery funding is used to ...”?</p> <p>Answer: The Recovery Premium Grant was a time limited grant relating to COVID-19 (to support disadvantaged pupils) covering 3 academic years from 2021-22 to 2023-24. Whilst it is still showing in our 2024-25 financial year budget, this only covers the summer term of 2024.</p>		

Signed..... *V. J. Allen* Date.....10/12/2024.....

	<p>Question: On page 12 - “offering an increasing range of extracurricular activities ...” - is there any data for uptake of after school activities by PPG children?</p> <p>Answer: This had previously not been tracked as it was only offered at Dance club and all who wanted a space received one. Now that more clubs are available a fair use system is being implemented. There are pupil premium children accessing all clubs.</p>		
13.	<p>Policies –</p> <p>13.1 Accessibility Policy and Plan - Approved</p> <p>13.2 Data Retention Schedule – Approved</p> <p>Content has approved with acknowledgement that the annual review is in progress. Due to the situation last year in the office no current staff have experience of the process or location of all documentation. An update will be provided next term on the progress. NM has suggested adding destruction dates to Teams folders for ease of data retention in the future.</p> <p>13.3 Relationships Education Policy - Approved</p> <p>13.4 Remote Learning Policy - Approved</p> <p>13.5 Restrictive Physical Intervention with Pupils - Approved</p> <p>13.6 Positive Behaviour Management Policy - Approved</p> <p>13.7 Admissions Policy - Approved</p>		
14.	<p>Plan Governing Body update to parents / carers about work undertaken this term. Governors agreed to provide monthly updates in the school newsletter including meeting content, monitoring and celebration assembly attendance.</p>		
15.	<p>GB training</p> <p>None this month.</p>		
16.	<p>Evaluation of governance impact</p> <p>The writing presentation from Vicki Read has given a good insight into the plan to develop writing and linking with the StDP. The Headteachers reports has highlighted current risks and upcoming contract reviews. Ensuring the school are getting best value for procurement and budget savings. Ensuring the school as a business is</p>		

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	effective and properly functioning. Policy updates to help best manage the risks.		
13.	Next meeting – 10th December 2024.		
	Meeting Closed 9.06pm		

	Actions from October meeting	Who	Progress
A	<u>Policies</u> Restrictive Physical Intervention with pupils	Clerk	Restrictive physical intervention – New policy being created with MP. Defer until November. On agenda, item 13.5
B	VA to check with School Business manager the best way to increase from 5 to 6 reviews.	VA	Defer until after deficit/budget update Complete – BMR to every GB meeting from Nov 2024 to March 2025
C	Clerk to update and publish register of pecuniary interests	Clerk	Complete
D	VA to consider how Governors evidence the school is delivering a broad and balanced curriculum. Should this be through the link Governor monitoring visits?	VA	VA to discuss with DG at next monthly meeting. Carry forward – next chair/head meeting 21/11/24
E	Clerk to create Teams message to record that all Governors have read KCSIE and undertaken safeguarding training 2-yearly.	Clerk	On Teams safeguarding channel– Please complete if not already done so. Outstanding: JJF and NM

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F	VA to contact prospective parent Governor who was expected to nominate in Parent Governor nominations.	VA	Nomination on agenda
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	Actions going forward	Who	Progress
A	VA to consider how Governors evidence the school is delivering a broad and balanced curriculum. Should this be through the link Governor monitoring visits?	VA	VA to discuss with DG at next monthly meeting. Carry forward – next chair/head meeting 21/11/24
B	Clerk to create Teams message to record that all Governors have read KCSIE and undertaken safeguarding training 2-yearly.	Clerk	Complete

Signed..... *V. of Allen* Date.....10/12/2024.....