

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 19th September 2023
at 6.30pm**

Present: Vanessa Allen (Chair, VA)
Helen Peat (HP)
Kirsten Marriott (Head, KM)
Danielle Saunders (DS)
Danielle Jermy (DJ)
James Reid (JR)
Amelia Beeley (AB)
Julia Elliott (JE)
Carlie Huddleston (Clerk)


Apologies: Kristi Johnson (KJ)
Jasmin Ash (JA)

Clerk took minutes for this meeting

Item No.	Subject	Who	By When
1.	Welcome, apologies and absence The Clerk welcomed everyone to the meeting. Governors accepted apologies from KJ and JA. Meeting was Quorate.		
2.	Declarations of interest None		
3.	Any other business – Included later in the agenda.		
4.	Election of officers 4.1 Agree term of office for Chair and Vice-Chair – 1 year 4.2 Elect Chair – nomination received from VA 4.3 Elect Vice-Chair – nomination received from KJ Chair for 2023/24 is Vanessa Allen Vice-Chair for 2023/24 is Kristi Johnson		
5.	Governing Body operational documents and procedural matters - 5.1 Code of Conduct – Approved 5.2 Standing Orders – Approved 5.3 Delegation decision planner – Approved 5.4 Meeting planner – Approved 5.5 Schedule of monitoring visits – Approved Acknowledging it is a live document which will be added to throughout the year.		

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	<p>5.6 Committee structure, membership and terms of reference (H&S Committee and Salary Committee) and Headteacher performance review membership – Approved Head Teacher performance/review - JE has joined in place of KJ, trying to have rotation of Governors to develop skills. Salary – JR has joined Pupil Exclusion – Panel kept as allocated when needed. All Governors to complete exclusion training.</p> <p>Clerk to email link to exclusion training</p> <p>H&S terms of Reference – VA to create new terms of reference</p> <p>5.7 Register of pecuniary interests – Clerk to publish 5.8 Review and assign link governor roles (See 11 July 2023 meeting minutes for proposals) Named governors Safeguarding – DS SEND – HP H&S – JR Finance – KJ Early Years Foundation Stage – JA Pupil Premium – JE Website – VA Training – KJ EDIB - AB</p>	<p>Clerk</p> <p>VA</p>	<p>17/10/23</p> <p>17/10/23</p>
6.	<p>Approval of meeting minutes 6.1 The minutes of the meeting held on 11 July 2023 - Approved 6.2 The confidential minutes of the meeting held on 11 July 2023 – Approved</p> <p>Actions from the previous meeting and progress are recorded at the end of the minutes.</p>		
7.	<p>Approve Strategic Development Plan for 2023/24 - Approved With acknowledgement that it is a live document that will be developed throughout the year.</p>		
8.	<p>Headteacher verbal report on school staffing structure and pupil numbers for 2023/24 Interviews for the Co-Head position have been held and the position has been offered to Danielle Gaynor following a Governors meeting on 14th September to ratify the decision of the recruitment panel. Danielle has accepted the position to start in January 2024. Information about Co-Head position and recruitment is still confidential for now but will become public knowledge later this week.</p> <p>KM shared that Foundation Stage have a current intake of 41,</p>		

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	against a PAN of 45.		
9.	<p>Agree approach to stakeholder engagement for 2023/24 (parents/carers, community, staff)</p> <p>Main discussion will be carried over to the October meeting. Initial thoughts were as follows:</p> <p>The new PTA, 'Friends of Hemingford Grey', is doing very well and already successfully raising funds for the school including events over the summer. They have a quiz night coming up and it would be great for Governors to show support and enter a team. Governor contact to congratulate on their successful start would be great idea.</p> <p>Engagement with St Ivo Academy to build a better relationship for children. The school have had difficulty getting a response and opportunities. Direct Governor contact may help develop the relationship.</p> <p>Newsletter to parents/carers to help highlight what we do as a Governing Body and who we all are.</p> <p>Draft newsletter with summary of Governors and outline of the role.</p>	Clerk	17/10/23
10.	<p>Policies – For Approval</p> <p>10.1 – Online Safety - Approved</p> <p>10.2 - (Electronic Information and) Acceptable Use Policy - Approved</p> <p>10.3 - Positive Behaviour Management Policy – still under review with SMT, to ensure it incorporates some recent behaviour issues. DJ wants time to get the policy right and ensure it meets the needs of the children.</p> <p>Question: I have heard lots of talk from children about violent behaviour in school and children being scared. What can be done to help support the children and stop the rumours? Parents are approaching me as they know I am a Governor. The concern is why the child who was violent was still at school the next day?</p> <p>Answer: As a result of the incident 3 phone calls and meetings took place with concerned parents who had inaccurate versions of the incident. A behaviour forum for the parents is going to be run again which will focus on de-escalation for the children, circle time and conversation with the children affected, so that parents understand how the behaviour policy is used following any significant behavioural incident to reassure and support children if</p>		

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	<p>they have been affected. The uptake at the previous forum was 4 parents. Incidents are all logged to notice patterns and identify next steps. Extra supervision at lunchtime from the SLT is in place. When the incident occurred, a staff member was present; a child with significant SEND escalated very quickly and action was taken immediately. SLT reassure all parents that they are welcome to come into school anytime to discuss concerns about their children.</p> <p>Question: Can you add about parents coming to school in the weekly newsletter?</p> <p>Answer: Yes, but it needs to only be about their child.</p> <p>JE: Clarity about the role of a Parent Governor is needed as parents/carers should not be approaching a governor to ask operational questions. A parent governor is a representative of the parents not for the parents.</p> <p>10.4 - Complaints Policy - Approved</p> <p>10.5 - Governors Allowances Policy - Approved</p> <p>10.6 - Making Serial and Unreasonable Complaints – Now included with complaints</p> <p>10.7 - Car Park Guidelines - Approved</p> <p>10.8 - Data Retention Schedule - Approved</p> <p>10.9 - Safe Guarding and child protection - Approved</p> <p>10.10 - Trade union membership and Recognition - Approved</p>		
11.	<p>Aspens Catering</p> <p>KM has met with Aspens about them not meeting the needs of the school and that the contract won't be continued past this year. They have removed a staff member to save cost which has caused issues.</p> <p>Question: When parents have to pre order food and then children still don't get what's been ordered; it really is not good.</p> <p>Answer: Yes, provision has not been consistently good. Aspens have agreed to send a communication out to parents.</p> <p>Question: As Aspens has had so many issues, do you think going out to tender will work to find a new provider if they all are facing additional costs (inflation, etc)?</p> <p>Answer: It is for the school catering companies to highlight the issues to the Government. As a school we have a responsibility to explore the provision of other providers through the tender process.</p>		

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	<p>Question: Would a Governor at the meetings help?</p> <p>Answer: Yes, it would for the next meeting when we give notice.</p>		
12.	<p>Pre-Ofsted check undertaken by the School Governance Team July 2023</p> <p>There are actions, but the report evidences the effectiveness of the FGB. Governors felt that some suggestions or actions aren't realistic or statutory. For example, recommending that the website is checked termly, but the statutory requirement is to check yearly.</p>		
13.	<p>Governing Body Action Plan 2023/24</p> <p>Pupil progress meetings are on the monitoring schedule for Governors. Data and Analysis meetings outcomes and data will be included in the Headteacher reports so Governor do not need to attend these; GB previously discussed governors attending these meetings for monitoring.</p> <p>Governor appraisal / annual reviews have been removed as there is not the capacity in the Governing Body at present to undertake these; it was noted that being a Governor is a voluntary role.</p> <p>Governing Body Self Evaluation; to look for resources on the NGA website</p> <p>Pre Ofsted check actions to be included into the GB action plan 23/24.</p>	Clerk/ VA	17/10/23
14.	<p>Governing Body training priorities for 2023/24</p> <p>All governors to aim to complete one piece of training per term and record training on the training log. Upcoming termly briefing, delivered by LA Governors Services; governors recommended to attend if available.</p>		
15.	<p>Governor monitoring Monitoring visits undertaken or planned -</p> <p>Pupil progress report from July 2023 in folder.</p>		
16.	<p>Governing Body Membership -</p> <p>16.1 - Staff Governor election – DJ re appointed at meeting on 14th September. Vacancy was advertised to all staff, 1 nomination was received for DJ. She has therefore been automatically re-elected.</p> <p>16.2 -Co-opted Governor nomination received for Danielle Lewell. Mutual benefit for her job and our Governing Body. She will have</p>		

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	great insight. Approved		
17.	Governor attendance at meetings for the previous academic year Clerk to publish on website.	Clerk	17/10/23
18.	Evaluation of governance impact Governors updated all the required annual documents including the school strategic development plan; for the effective operation of the GB. Update received on the Behaviour Policy and the catering situation. Started to think about stakeholders and developing relationships.		
19.	Next meeting – 17th October 2023		
	Meeting Closed 9.10pm		

	Actions from meeting on 11th July 2023	Who	Progress
A	Check warranty of Foundation stage playground surface	VA	4/7/23 - email sent to Jo Guest asking about warranty; awaiting response.
B	Investigate process for Re-appointment of staff Governors	Clerk	Completed
C	KM and DJ to check proposed meeting dates for any clashes.	KM/DJ	All dates have been checked.

	Action going forward	Who	Progress
A	Check warranty of Foundation stage playground surface	VA	4/7/23 - email sent to Jo Guest asking about warranty; awaiting response.
B	Clerk to email link to exclusion training	Clerk	

Signed..... *V. of Allen*Date.....17/10/2023.....

C	H&S terms of Reference – VA to create new terms of reference	VA	
D	Draft newsletter with summary of Governors and outline of the role.	Clerk	
E	GB Self Evaluation resources will be investigated on the NGA website. Pre Ofsted check actions will be included.	Clerk/VA	
F	Publish updated yearly documents	Clerk	

Signed..... *V. Allen*Date.....17/10/2023.....