


**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 13th February 2024 at
6.30pm**

Present: Vanessa Allen (Chair, VA)
Kirsten Marriott (Co-Head, KM)
Helen Peat (HP)
Amelia Beeley (AB)
Danielle Saunders (DS)
Danielle Lewell (DL)
Nicola Murchie (NM)
Jack Field (JF)
Carlie Huddleston (Clerk)


Apologies: Danielle Gaynor (Co-Head, DG)
Danielle Jermy (DJ)
Kristi Johnson (KJ)
James Reid (JR)
Jasmin Ash (JA)

Clerk took minutes for this meeting

Item No.	Subject	Who	By When
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. Meeting was quorate.		
2.	Declarations of interest None		
3.	Any other business – None		
4.	Approval of meeting minutes 4.1 The minutes of the meeting held on 23 rd January 2024 - Approved AB Joined the meeting 4.2: Actions from the previous meeting and progress are recorded at the end of the minutes.		
5.	Catering tender update - Four companies had submitted a bid for the catering contract. The panel had taken them all to interview. Following the interviews, the preferred provider was HCL. Governors were pleased with		

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	<p>their systems for children with allergies and reducing the current administration for school staff with the systems currently in place.</p> <p>Question: How does the cost compare to the current provider?</p> <p>Answer: They are offering different payment plans which the school can decide which works best for their circumstances. There will be no hidden charges or annual fee like the current provider. We are looking at fixed prices for 3 years.</p> <p>Question: Are they catering at any other local schools?</p> <p>Answer: They are mobilising at one in the local area.</p> <p>Question: From a parent's perspective the school have acted quickly to attempt to resolve problems with the current provider. Resolution with them was not possible and it has been quick to find another provider.</p> <p>Answer: HCL were very positive about getting the service right and working with the children.</p>		
6.	<p>Budget monitoring and financial position</p> <p>Governors reviewed the ongoing financial concerns and discussed the Finance meeting on the 6th February that HP, KJ and VA had attended. At this time, the indication is that the 2024/25 budget will need to be set with a deficit and therefore a deficit license will need to be applied for. The Schools Financial Advisor indicated that a 5-year plan will be needed to apply for the deficit license, showing how the deficit will be cleared.</p> <p>Carry forward for the year end is on track for £2k but with warning that an overspend could easily happen with an unforeseen expense.</p> <p>Question: How do you create a 5 year plan when there are so many unknown factors?</p> <p>Answer: It is very hard to do with numbers of children fluctuating each year and the numbers being different to the LA forecast document. Number of pupils may also be affected by the next housing development going in. Will that mean higher numbers on roll? Costs increasing further? An important exercise will be ideas</p>		

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	<p>on boosting income and numbers on roll and also reducing costs. Once we know the budget, we will explore ideas on savings.</p> <p>Question: I don't feel like it is something that can wait and we should start exploring ideas now. Were there any ideas at the meeting?</p> <p>Answer: (see confidential minutes for full answer) Impact and effect on finances of each option needs consideration for decisions to be made. A meeting will be held in March with SLT, Finance and members of FGB to consider the options SLT have considered in advance.</p> <p><i>KM, JG and VA, KJ, HP to meet to discuss cost saving and income boosting options.</i></p>	KM/VA	
7.	<p>School organisation for 2024/25 –</p> <p>Governors reviewed the pupil numbers and considered the impact of pupil numbers on the budget. These will be considered further as part of budget setting for 2024/25 and the upcoming planned meeting discussed at item 6.</p>		
8.	<p>Review the school's financial systems</p> <p>Governors had reviewed the June 2023 and Jan 2024 reports from Cambridgeshire County Council Internal Audit ahead of the meeting. Jo Guest the school's business manager has been reviewing the reports. It was noted that the January report is very similar to the June one. KJ and VA had already met with JG following the June report to discuss the report and actions needed by the school Action will be reported to FGB once completed by JG.</p>		
9.	<p>Safeguarding – Third party providers</p> <p>KM gave the governors an overview of the safeguarding requirements for third party providers. Third party providers at the school include the catering and cleaning staff as well as the after-school clubs and any activity clubs. They all have the same safeguarding expectations as school staff with DBS checks and up to date safeguarding training. They are all included on the SCR maintained by the school office, which is checked by DS.</p>		


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	<p>They are invited to the schools yearly safeguarding training and their policies and procedures are checked to ensure they align with the school ones. Knowledge is shared on any children with safeguarding concerns.</p>		
10.	<p>Schools Financial Benchmarking –</p> <p>Governors reviewed the report ahead of the meeting, and HP, VA and KJ had meet to review the benchmarking data outside the meeting. The benchmarking identified areas for further investigations and questions were emailed to JG for response. The Governors agreed that it would be prudent to find out more about these benchmarking areas highlighted by KJ, HP and VA, as they may influence the budget for 2024/25.</p> <p><i>KM and JG will look into the questions raised and provide feedback for sharing with FGB at the next meeting.</i></p>	KM/JG	19/3/24
11.	<p>Reviewing the effectiveness of services used at HGPS –</p> <p>Governors agreed that this was an area that needed oversight put into place.</p> <p>Question: Is there a list of services that we can see?</p> <p>Answer: not currently; we use the suggested providers from the Local Authority and trust that they have found the best ones. A few we have been arranged ourselves but there will be lots across the school. When the budgets are created the services will all be listed.</p> <p>Question: we are giving JG lots of different requests at the moment. Do we need to prioritise them for her as she is going to be busy with budgets soon?</p> <p>Answer: that would be helpful as some tasks will need to wait till after the budgets.</p> <p>Governors agreed to prioritise actions that would help with setting budget for 24/25 and understanding costs and income, then move into the summer term work around financial systems and processes linked to the LA audit report.</p>		

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	DL offered a suggestion from her work that maintained schools have grouped together to source better service deals. DL left the meeting		
12.	Headteacher verbal HR update Confidential		
13.	Policies – for approval: 13.1 - Premises Hire - Approved 13.2 - Judicium Tier 2 policies – bring to March meeting <i>Clerk will update policy schedule, Teams and school website.</i>		
14.	Salary Committee to arrange date to meet re: support staff pay recommendations. HP will arrange with AB and JR.		
15.	Governing monitoring visits - 15.1 - Early Years report from JA circulated. No questions asked at the meeting. 15.2 - Upcoming monitoring to be arranged: Induction and Appraisal – opportunity newer governors to observe.		
16.	Governor training booked / undertaken 9 th March - Annual Governor Conference – Book on GovHub		
17.	Evaluation of governance impact Financial oversight and scrutiny.		
18.	Next meeting – 19th March 2024		
	Meeting Closed 9.04pm		

	Actions from previous meeting	Who	Progress
A	6 Confidential actions	All	Some actions still outstanding. Governors to complete EDIB training by end of Feb and update the training log. VA to liaise with Co-Heads to

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			progress the leadership actions. Clerk to check training log
B	<i>Finance options need further discussion in the new year. Meeting needs to be scheduled.</i>	VA, KJ, HP	In progress. VA, KJ and HP are attending the upcoming finance meeting with the Schools Financial Advisor. On agenda
C	<i>Governors to input their responses on to the Self Evaluation. VA will circulate individual forms.</i>	All	Governors to forward outstanding self-evaluation forms to VA. NM to assist with collating results.
D	<i>Feedback on Governor monitoring report (website compliance)</i>	KM/DG/Clerk	Monitoring report - VA checked updates, a few still need actioning by H/T and Clerk. School opening hours update – DG
E	<i>VA to create prompt sheet to use alongside current template.</i>	VA	
F	<i>Clerk to review policy spreadsheet/update responsibilities.</i>	Clerk	Responsibilities updated.
G	<i>Clerk to investigate if the Headteacher position on the Instrument of Government needs revision following the change to Co-Heads</i>	Clerk	KM and DG share the 1 position and get 1 vote to share.

	Actions going forward	Who	Progress
A	<i>5 Confidential actions</i>	All	Some actions still outstanding. Governors to complete EDIB training by end of Feb and update the training log. VA to liaise with Co-Heads to progress the leadership

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			actions. Clerk to check training log
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C	<i>Feedback on Governor monitoring report (website compliance)</i>	KM/DG/Clerk	Monitoring report - VA checked updates, a few still need actioning by H/T and Clerk. School opening hours update – DG
D	<i>VA to create prompt sheet to use alongside current template.</i>	VA	
E	<i>Clerk to review policy spreadsheet/update responsibilities.</i>	Clerk	Responsibilities updated.
F	<i>KM, JG and VA, KJ, HP to meet to discuss cost saving and income boosting options.</i>	KM/VA	
G	<i>KM and JG will look into the questions raised and provide feedback for sharing with FGB at the next meeting.</i>	KM/JG	

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