

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 11th July 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)
Carlie Huddleston (Clerk)
Kristi Johnson (KJ)
Jasmin Ash (JA)
Amelia Beeley (AB)

Guest: Jo Guest (JG)

Apologies: None

Clerk took minutes for this meeting

Item No.	Subject	Who	By When
1.	Welcome, apologies for absence, declarations of interest The Chair (VA) welcomed everyone to the meeting. All Governors present. Meeting was Quorate.		
2.	Declarations of interest None		
3.	Any other business – None		
4.	Approval of meeting minutes 4.1: The confidential minutes of the meeting held on 16 th May 2023 - Approved 4.2: The minutes of the meeting held on 20 th June 2023 - Approved 4.3: The confidential minutes of the meeting held on 20 th June 2023 - Approved Actions from the previous meeting and progress are recorded at the end of the minutes. JG arrived		
6.	Finance – budget update from Jo Guest, Finance Manager JG is unable to produce the BMR or update the budget following a		

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<p>software change at the start of the financial year 2023, which Jo received training on, two weeks ago. The change of software has affected all local schools who were given very little notice of changes. It has been carried out during the middle of budget setting which is the busiest time for school Finance teams. Aspects of the system are not functioning effectively at this time to produce required reports which Jo has raised with the School Finance Advisor (SFA)</p> <p>Question: What is happening to get this fixed?</p> <p>Answer: An email has just come out to offer additional training, but it will be too late to get reports to the county on time.</p> <p>Question: Can we see changes to the budget at a high level?</p> <p>Answer: JG has a basic BMR that she created separately after a previous system update that went wrong. It doesn't show much but gives her basic information.</p> <p>Catering is still a concern, prices have been raised by 12p a meal but there are more free school meals than paid meals, so the school will still be heavily subsidising the cost.</p> <p>Question: what are the options?</p> <p>Answer: Going to tender again or bringing it in house. Local cluster schools are all having the same issue. Our provider is trying to reduce costs, but they have limited options with reducing portion sizes or offering a very limited menu.</p> <p>Question: Can we push back on the surplus as this wouldn't be allowed in a private business?</p> <p>Answer: No, all schools are in the same position. Aspens have already implemented advance meal ordering which reduces waste.</p> <p>Question: Are the Local Authority not involved to set up bulk buying contracts or sorting the surplus?</p> <p>Answer: No. We could do it in house but then that brings its own staffing issues and costs.</p> <p>Question: What is the impact of the school ending up with a deficit licence at the end of the financial year?</p> <p>Answer: We may end up with no choice and will be in the same position as a lot of schools. Budgets have had to be set unrealistically and anything unpredicted is going put it into deficit. The Preschool deficit is already putting additional pressure on the</p>		
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	<p>overall school financial picture. Advice will be sought from the Schools Financial Advisor during the regular budget review meetings, the next is Autumn term.</p> <p>It is important that Governors understand the financial issues that the school is facing, and the budgets are being worked within as far as possible. Any overspend will be unavoidable.</p> <p>There is a new EHCP coming in which will create staff cost that couldn't be predicted.</p> <p>Preschool have low numbers for September. The government funded spaces are having a rise in fees which will help. There is also a £3k grant JG is applying for.</p> <p>JG left</p>		
5.	<p>Headteacher's report</p> <p>Governors had received KM's report ahead of the meeting and asked questions on the question sheet.</p> <p>VA wanted to acknowledge the difficulties this term facing KM and DJ. With very high workloads covering the SENCO absence, some of the Headteacher strategic workload will need to be delayed.</p> <p>KM informed the Governors that the LA were aware that things at school were particularly challenging, and they were being supportive.</p> <p>Question: There have been 2 incidents of bullying raised this term – the first seen this academic year. How has this been dealt with? The explanations in the report deal with prejudice incidents but not bullying.</p> <p>Answer: We met with 2 parents but neither continued under the policy as they didn't meet the criteria. Appropriate action was taken.</p> <p>Question: What about the prejudice incidents, were there really none in the spring term?</p> <p>Answer: the 6 incidents in the Autumn term made us aware we needed to do some additional work on Equality, Diversity, Inclusion and Belonging (EDIB) with the children. Children felt empowered to call it out following this work with an organisation called 'Hope not Hate'. There were no recorded prejudice incidents in the spring term. In the summer a small group of children picked up on some inappropriate prejudice vocabulary; all incidents are recorded hence the 6 in summer; these pupils were provided with additional educational consequences to increase</p>		

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	<p>their awareness.</p> <p>Year 6 SAT's results:</p> <p>Reading - 74.5% at age related (25.6% GD)</p> <p>SPAG(Spelling, punctuation and grammar) - 56.4% at age related (12.8% GD)</p> <p>Maths - 61% at age related (7% GD)</p> <p>Writing - 51.2% at age related (0%GD)</p> <p>Combined – 43.5%</p> <p>Science – 66%</p> <p>Question: Can you compare these nationally yet?</p> <p>Answer: They have only come out this morning, but national targets were: 73% Reading, 72% SPAG, 73% Maths, 71% Writing. While some are not at the targets, they are very much what teachers were expecting and they reflect the children.</p> <p>Question: How is Pupil Voice done and how does it affect the behaviour policy?</p> <p>Answer: Miss Honey the year 5 and 6 Lead carried out a poll with DJ that was anonymous for the children to get their true feelings on issues. Issues included toilet facilities, lunchtimes and various areas of the school day. The aim is to help improve their learning and experiences.</p> <p>Question: How is the change presented back to the children?</p> <p>Answer: They are informed what changes can happen and why some are just not possible, such as second portions at lunchtime.</p> <p>Question: Are you making sure you give them some wins like club suggestions at lunchtime?</p> <p>Answer: Yes</p>		
7.	<p>Strategic Development Plan 2022/23</p> <p>Governors had received the plan to review in advance of the meeting. The plan shows achievements with a few red areas to carry forward to the 2023/24 plan. The content was noted.</p>		
8.	<p>SEF (Self-Evaluation Form)</p> <p>Governors had received the SEF to review in advance of the</p>		

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	meeting. The content was noted.		
9.	<p>Policies</p> <p>Due to increased workloads for KM and DJ in advance of the meeting, the scheduled policies will be brought to the September meeting.</p>		
10.	Confidential		
11.	<p>Governing Body Action Plan 2022/23</p> <p>Governors had received the plan to review in advance of the meeting. It was agreed the despite the challenges throughout the year, actions had been completed. The outstanding actions will be reviewed and where appropriate incorporated into a 2023/24 GB action plan.</p>		
12.	<p>Governing Body Roles for 2023/24 – roles required and any expressions of interest.</p> <ul style="list-style-type: none"> • Chair (VA) and Vice-Chair (Vacant) • Link Governors for Safeguarding (DS) and SEND (Special Educational Needs and Disabilities) (HP) • Other Link Governors – linked to priorities in the Strategic Development Plan and required for an effective monitoring programme. Health & Safety (JR), Pupil Premium (Vacant), Early Years Foundation Stage (JA), Equality, Diversity, Inclusion (AB) 		
15.	<p>Governing Body Membership -</p> <p>15.1 - LA Governor Nomination for decision/approval - Julia Elliot Julia's nomination for LA Governor was approved.</p> <p>15.2 - Terms of office ending before September 2023 – Danielle Jermy (Staff Governor, wants to continue) and Helen Peat (Re-Co-opted)</p> <p>Investigate process for Re-appointment of staff Governors.</p>	Clerk	Sept 2023
14.	<p>Governor monitoring and training – feedback from Governors:</p> <p>14.1 - Training or briefings attended (reminder – update training log)</p> <p>14.2 - Monitoring visits undertaken or planned</p> <p>Pupil progress report has been started. Governors to add their</p>		

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	reports together. School Fair – Governors to help if they can. Thank you for staff KJ will buy and deliver goodies, all Governors to contribute.		
13.	Planner for school year 2023/24 KM and DJ to check proposed meeting dates for any clashes.	KM/DJ	End of term
16.	Evaluation of governance impact Governors have had finance oversight and been informed of the issues around the system changes. Link Governors have been assigned for the next academic year. Achievements over the school year have been acknowledged.		
17.	Next meeting - TBC		
	Meeting Closed 9pm		

	Actions From previous meeting on 20th June	Who	Progress
A	Website compliance – PE/Sports premium needs updating as not showing the current policy. Information on second hand uniform would be a useful addition.	KM/Office	Checked this – the review on the website is 2021-22, which was last academic year. The one for this year will be added for the start of autumn term, following the 2022-23 review.
B	Check documents are available for Pre Ofsted check	Clerk/KM	Sent to Tina
C	16 th May Confidential minutes amended	Clerk	On Agenda
D	Check warranty of Foundation stage playground surface	VA	4/7/23 - email sent to Jo Guest asking about warranty; awaiting response.

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	Actions 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	Investigate process for Re-appointment of staff Governors	Clerk	
C	KM and DJ to check proposed meeting dates for any clashes.	KM/DJ	

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