



**Hemingford Grey Primary School  
Governing Body  
Minutes of the Full Governing Body Meeting  
Held in person at Hemingford Grey Primary School on Tuesday 15<sup>th</sup> July 2025 at  
6.30pm**


**Present:** Vanessa Allen (Chair, VA)  
Amelia Beeley (Vice Chair, AB)  
Danielle Gaynor (Head, DG)  
Danielle Jermy (DJ)  
Helen Peat (HP)  
Mark Kay (MK)  
Kerry Caldicott (KC)  
Jasmin Ash (JA)  
Jane Fabisz (JF)  
Keith Elliott (KE)  
Carlie Huddleston (Clerk)

**Apologies:** Danielle Saunders (DS)  
Nicola Murchie (NM)


**Guest:** Jo Guest

Clerk took minutes for this meeting


Item No.	Subject	Who	
1.	<b>Welcome, apologies and absence</b> The Chair welcomed everyone to the meeting. The Governors accepted apologies from DS and NM. Meeting was quorate.		
2.	<b>Declarations of interest</b> None		
3.	<b>Any other business</b> None		
4.	<b>Approval of meeting minutes</b> <b>4.1</b> The minutes of the meeting held on 17 <sup>th</sup> June 2025 - <b>Approved</b> <b>4.2</b> Actions from the previous meeting and progress are recorded at the end of the minutes.		

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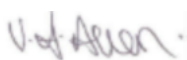
6.	<p><b>Report from H&amp;S committee</b></p> <p>Governors had received the reports from the H&amp;S committee ahead of the meeting. Tree options are still unknown with support from the LA varying based on school size, number of trees and school budget status. A Governor advised that the parish council have a tree warden.</p>		
5.	<p><b>Finance -</b></p> <p>5.1 - Receive budget monitoring report – month 3</p> <p>5.2 - Receive Quarterly Budget Monitoring HGPC Q1 submitted to the LA</p> <p>Governors had received the BMR report for month 3 ahead of the meeting along with the Quarterly budget monitoring.</p> <p><a href="#">See Confidential minutes</a></p> <p>An extra payment of 12.5k has been received to help cover pay awards, so far only £4k has been allocated to cover the teacher pay awards. The support staff pay awards are not yet confirmed but expected to be less than what is left of the payment. There is already a 3% increase built into the budget.</p>		
7.	<p><b>Headteacher report (written):</b></p> <p>The Governors had received the Headteachers report ahead of the meeting.</p> <p>The SATs results were very good and as anticipated. The children who had been below ARE had made strong progress throughout the year.</p>		

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	<p>The multiplication check results were slightly lower than the national average. This cohort is receiving on going interventions to support children not meeting the check.</p> <p>Question: What is being done to support the staff anxiety around the changes in year 3 and 4 about the continuous provision implementation?</p> <p>Answer: Anxiety was expected while introducing a new set up. Lots of support is being given to the staff and continuous provision is already well established and working well in the infant years. It will be a learning curve, but confidence will improve once it is in place and developing.</p> <p>Question: Do you get schemes that haven't worked?</p> <p>Answer: Yes, from time to time, there are schemes within school which do not have the desired impact which was expected. In these rare instances, school will review this and implement change as necessary. It is hoped that this isn't the case very often as the team work hard to ensure that the right schemes and supporting materials are used. It may be that something is changed due to government changes such as the Phonics or that the scheme is no longer having the impact that it needs to have.</p>		
8.	<p><b>Review of SDP for 2024/25 and verbal update on SDP for 2025/26</b></p> <p><i>The Governors had reviewed the SDP ahead of the meeting. Updates for 2025/26 were discussed and will be drafted for approval at the September FGB meeting.</i></p>		
9.	<p><b>Receive and consider the PE and Sport kPremium spending and impact report 2024/25</b></p> <p>These have been prepared using the new template documents provided to schools to use for this year. Governors received the drafts ahead of the meeting. The report will need to be submitted and added to the school website.</p>		

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	Action: Sign the PE and Sport Premium spending and impact report 2024/25 and publish to the school website.	DG/ VA	July
10.	<b>Review stakeholder feedback received over the year</b> The Plan is in the draft stage and will be finalised for September. Governor entries in the newsletter are helping to spread the work of the Governing Body. A Governor advised that the new school Facebook page looked very good, and the posts are great. This will be a good way to capture feedback from comments on posts.		
11.	<b>Policies -</b> 11.1 Pre-School fees - <b>Approved</b> 11.2 Administration of medicines - <b>Approved</b> 11.3 First aid - <b>Approved</b> 11.4 Health and Safety - <b>Approved</b> 11.5 Intimate Care - <b>Approved</b> 11.6 Lone Working - <b>Approved</b> 11.7 Publication of Information - Guide to Information Available - <b>Approved</b> 11.8 Sponsorship Statement - <b>Approved</b> 11.9 Supporting Pupils at School with Medical Conditions - <b>Approved</b>		
12.	<b>Governor Monitoring visits and activities –</b> 12.1 SEND Visit report (from HP) - visit cancelled, will be rebooked in September 12.2 Reception new intake parent meeting report (from JF and VA) - Report received ahead of the meeting 12.3 Safeguarding visit report (from DS) - Report received ahead of the meeting 12.4 Review visit planner – planner for 24/25 reviewed, activities planned have been completed or as noted above (SEND) will be carried forward.		
13.	<b>Governor recruitment -</b>		


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	<p>Staff Governor update – Governors thanked DJ for her time on the Governing body and wished her well for her future Governing work at a different school.</p> <p>There has been a staff election held ready for September and Vicki Read has self-nominated. As the only nomination, Vicki Read will be the new staff Governor for September.</p>		
14.	<p><b>Review GB self-evaluation 2024/25</b></p> <p>The Governors had received the self-evaluation ahead of the meeting. The ratings were agreed with question 18 being uplifted from red to amber (see item 15). Proposed actions were agreed.</p> <p><i>Action – incorporate them into the 2025/26 GB work planner and / or GB action plan.</i></p>	VA	Sept
15.	<p><b>GB action plan 2024/25</b></p> <p>The action plan was reviewed, and it was agreed that the one red action for ‘Review board members’ individual contributions and effectiveness each year’ did not fit with the board being a team supporting each other. It was decided that the joint evaluations that had taken place were sufficient. Attendance at meetings can be seen on the attendance register published on the school website, contributions are evident through meetings and completion of monitoring visits.</p>		
16.	<p><b>Annual Governance Statement 2024/25 - Approved</b></p> <p><i>Action: Clerk to submit and add to the school website.</i></p>	Clerk	July
17.	<p><b>GB preparation for 2025/26 - consider:</b></p> <p>17.1 Draft meeting Planner with dates – dates approved, planner content noted, final version to be agreed at September meeting.</p> <p>17.2 Draft monitoring visit and work plan - <i>Action: Add to the visit planner a Governor visit day for the spring term with a focus of continuous provision and the SDP.</i></p> <p>17.3 Governor roles – link with work plan for sharing project tasks amongst Governors alongside link governor roles. Suggestion for pairing up of Governors for monitoring visits to share knowledge and</p>	VA	Sep

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	support newer Governors. Plans for Governor roles will be presented at September meeting.		
18.	<b>GB training</b> VA & KC – Governor Conference; VA will share slides. JF – Headteacher performance panel KE- Safeguarding and Governor Induction		
19.	<b>Evaluation of governance impact</b> Reflection and review of the end of year data, review of the SDP and looking ahead for the coming year. Financial oversight and awareness of the whole Governing body is very good. Good understanding of current risks.		
20.	<b>Next meeting – 23rd September 2025 in person</b>		
	<b>Meeting Closed 8.51pm</b>		

	<b>Actions from previous meeting</b>	<b>Who</b>	<b>Progress</b>
<b>A</b>	<i>Action: Self Evaluation - VA will circulate in early June a template for all Governors to complete; governors will be asked to look at the end of 2023/24 Self-Evaluation and consider if the current position has changed. The Clerk will collate responses. Results will be considered at the July meeting.</i>	VA / Clerk	On agenda item 14
<b>B</b>	<i>Action : NM and MK to attend the summer Pupil Progress meetings as part of the GB monitoring activities for the year</i>	NM/MK	NM liaised with DG, unable to attend, timings don't align with work commitments.  MK and JA attended.
<b>C</b>	<i>Action: staff survey, Clerk to distribute</i>	Clerk	Results with VA, JF and DG.


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			Will be brought to FGB meetings over the autumn term.
<b>D</b>	Action: JF to undertake the training and attend the HTPMR meeting in September 2025.	JF	Completed
<b>E</b>	Action: Explore how to incorporate the 7R's to the 'vision/values and ethos' website section.	DG	A draft will be shared with staff on the September training day.
<b>F</b>	Action: Share Mark's AI feedback with Judicium.	Clerk	
<b>G</b>	Action: Annual Governance Impact Statement 24/25 completed.	VA / Clerk	On agenda item 16
<b>H</b>	Action: end of year update to parents. Share Annual Impact Governance statement. Update on April and June GB meetings.	VA / Clerk	Newsletter item completed about April & June meetings. Governance Statement to be shared once approved at item 16.
<b>I</b>	Action: Thursday 17 July at lunchtime – Governors to host lunch with staff. AB to coordinate governor contributions.	All / AB	In progress

	<b>Actions going forward</b>	<b>Who</b>	<b>Progress</b>
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<b>A</b>	<i>Action: Share Mark's AI feedback with Judicium.</i>	Clerk	
<b>B</b>	<i>Action: end of year update to parents. Share Annual Impact Governance statement. Update on April and June GB meetings.</i>	VA / Clerk	Governance Statement to be shared
<b>C</b>	<i>Action: Sign the PE and Sport Premium spending and impact report 2024/25 and publish to the school website.</i>	DG/VA	
<b>D</b>	<i>Action: Add to the visit planner a Governor visit day for the spring term with a focus of continuous provision and the SDP.</i>	VA	
<b>E</b>	<i>Action: Clerk to submit Annual impact statement and add to the school website.</i>	Clerk	Complete

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