

**Hemingford Grey Primary School
Governing Body
Minutes of the Full Governing Body Meeting
Held in person at Hemingford Grey Primary School on Tuesday 17th October 2023 at
6.30pm**


Present: Vanessa Allen (Chair, VA)
Helen Peat (HP)
Kirsten Marriott (Head, KM)
Danielle Saunders (DS)
Danielle Jermy (DJ)
Amelia Beeley (AB)
Kristi Johnson (KJ)
Jasmin Ash (JA)
Danielle Lewell (DL)
Carlie Huddleston (Clerk)

Guest: Jo Guest

Apologies: James Reid (JR)

Clerk took minutes for this meeting

Item No.	Subject	Who	By When
1.	Welcome, apologies and absence The Chair welcomed everyone to the meeting. Governors welcomed DL to her first meeting. Governors accepted apologies from JR. Meeting was Quorate.		
2.	Declarations of interest None		
3.	Any other business – JE resignation, see confidential minutes		
4.	Approval of meeting minutes 4.1: The minutes of the meeting held on 19 th September 2023 - Approved 4.2: The minutes of Ratify Co-Headteacher decision on 14 th September 2023 - Approved Actions from the previous meeting and progress are recorded at the end of the minutes. Jo Guest joined the meeting.		
6.	Finance – budget update from Jo Guest, Finance Manager		

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	<p>Governors received a financial update from Jo Guest the schools Business Manager. As Governors were already aware, the budgets are very tight and have no contingency built in. There is a small in-year deficit due to unforeseen costs, including maternity cover. There is some extra income from insurance policies paying out for long term sickness. The Preschool financial position is improving.</p> <p>There had been a Finance review meeting this afternoon with the Schools Financial Advisor from the Local Authority; HP, KJ and VA were in attendance. Governors had provided challenge at the meeting.</p> <p>Question: What happens if we have a deficit at the end of the year and then can't get the following years budget out of deficit? Answer: We would have to apply for a deficit license from the LA, then plan for the budget to balance by the end of the following financial year, this could involve some significant changes within school that would deliver savings.</p> <p>Question: Has there been any improvement with the new finance system? Answer: It is still causing a lot of issues and delays. A complaint has been raised to the Local Authority by various schools and JG It was agreed that the Governors would also raise a complaint to the LA also; JG has provided to the Chair draft wording.</p> <p><i>Raise complaint with LA in support of JG</i></p> <p>JG is still waiting for the Teachers pay award to be finalised before applying to payroll. JG advised a proposed award has been included within the budget, and that the previous years pay award whilst awaiting agreement had been given to staff, in support of staff morale and retention. JG recommended this was done again this year and processed in November payroll. Governors agreed to proceed.</p> <p><i>KM/JG report back on pay award</i></p>	<p>VA</p> <p>KM/JG</p>	<p>Nov 23</p> <p>Nov 23</p>
7.	<p>Pre-school update</p> <p>On 20.09.23, a meeting took place with: Sarah Collinge (Local Authority Early Years Business Support), Jemma Skinner (Pre-School Advisor), K Marriott (Headteacher), Jo Guest (Finance Manager), Sarah Whatnell</p>		

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	<p>(EYFS Lead), Lucy Johnston-Tierney (Pre-School Manager) and Katie O'Brien (Pre-school Deputy Manager) with the purpose to review the financial situation, actions taken so far and next steps for the pre-school/school.</p> <ul style="list-style-type: none"> ○ JG applied for EYFS Grant of £3000 to support current budget as advised by SC ○ 2 years 6 months provision in place from Sep 23 (JS to advise PS Staff on managing environment and staffing) ○ Wrap Around Provision from 3 years in place from Sep 23 ○ Banner outside school advertising places ○ Contact made with local toddler group, advertising spaces (repeat half termly) <p>Question: Has there been take up of 2Y6M places, and wrap-around care since introduction in Sept? (Are these strategies increasing the numbers of pupils on roll)</p> <p>Answer: Yes, both have.</p> <p>Question: Do you advertise tours of the school and Preschool? I have friends whose children don't attend Preschool and weren't aware of any tours they could take to have a look around the setting. I have received adverts for tours of Fenstanton school from my child's nursery.</p> <p>Answer: we currently advertise the tours to preschool parents and offer them to parents contacting the office. It would be good to have a wider advertising campaign on our website and reach out to nurseries.</p> <p>Question: Are AK-tivities sustainable for the future and going to be a good revenue generation for the school?</p> <p>Answer: They are very busy so far this term and have been offering a better provision for families. All families who need places have been given them, rather than being on waiting lists. They pay the school based on how many children they have in attendance so the busier they are the more they are contributing to school funds. In future, we hope they could expand to take children from the pre-school for holiday club provision.</p> <p>Governors also discussed how the new 'Friends of Hemingford Grey' group were doing a great job advertising the school to the local community.</p> <p>Jo Guest left the meeting.</p>		
5.	<p>Safeguarding update</p> <p>Governors had received the school safeguarding report ahead of the meeting which KM had completed. The changes to Keeping children safe in Education were also shared and discussed. The school have 4 designated</p>		

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	safeguarding leads and Danielle Gaynor is booked on the required safeguarding course ready for her change to Co-Headteacher in January and needing to be a designated safeguarding lead.		
8.	<p>Pupil Performance Data</p> <p>Last year's data is reviewed to help set realistic targets. Maths at a greater depth was showing improvement. Reading has been identified as an area for focus and is already on the strategic development plan. Children not yet at age related expectations will receive focused support. Current Year 6 have a proportionally higher percentage of children with SEND needs; they are supported with their learning whilst limiting the impact on the learning of the whole class.</p> <p>Question: Reviewing the summary of results for Yr6 SATs last summer, it appears that reading is the strongest element, and that the school is some way off the national average in regard to the other disciplines – yet Reading is part of the strategic school plan and the other areas are not. What was the thinking behind this and what is the plan for GPS, maths, writing, combined and science to improve results? As this will have an effect on how the school is viewed by parents looking at schools.</p> <p>Answer: Y6 pupils have now left. KS1 data for Reading and internal data for other year groups reflect the need for reading to remain as a StDP focus. Reading is the key to children accessing the rest of the curriculum.</p> <p>Question: What affect does year 6 performance data have on parents considering the school?</p> <p>Answer: When asked about the data we would encourage prospective parents to come for a tour of the school. We would explain that outcomes for all children are different, and our aim is for all children to achieve their potential. We are always striving for improvement and reading is a focus on our SDP for this year.</p> <p>Phonics and KS2 targets will be presented in the Headteachers report at the end of term.</p>		
9.	<p>Review staff appraisal arrangements</p> <p>These are in progress but have been delayed by the delayed Headteacher appraisal. They will all be completed in line with procedure, and this will be evidenced for Governors. Governor monitoring of the appraisal process has also been delayed as a result; date to be arranged for later in the school year.</p>		
10.	<p>SEN information report</p> <p>Governors reviewed the SEN information report and noted that it wasn't dated so did not know whether the report was the current</p>		

Signed.....

V. J. Allen


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	<p>one or when it was from, as it was embedded into the website rather than a file.</p> <p><i>KM to check with Michelle Parker that the report is the current one.</i></p>	KM	14/11/23
11.	<p>Policies – For Approval</p> <p>11.1 – Positive Behaviour Management Policy – Approved This policy will be relaunched to parents/carers with a recorded session posted on the school website. It will also be re-launched with staff. There are also operational documents included for staff to use. It has been created using a new template from the Local Authority. It was discussed that overall behaviour at the school is very good and incidents that are occurring are from a few children with SEND needs. Going forward there will be a school focus on celebrating and informing parents/carers of pro-social behaviours.</p> <p>11.2 - Attendance (including unreported absence) – Approved</p> <p>11.3 - Equality (including Equality Duty Objectives) – Approved</p> <p>11.4 - PSHCE – waiting on a model policy/bring to November meeting.</p> <p>11.5 - Remote Education Policy – Approved</p> <p>11.6 - Admissions – Query over wording/bring to November meeting.</p> <p>11.7 - Judicium Tier 1 Policies (x11) – Approved (but review Pay after 6 months to include detail on progression within the upper pay scale; to be flagged on policy schedule)</p> <p><i>Clerk will update policy schedule, Teams and school website.</i></p>		
12.	<p>Governing Body Action Plan 2023/24</p> <p>Reviewed and agreed. Governors to check for actions assigned to them and update progress/status within the document over the year. The action plan will be reviewed termly.</p>		
13.	<p>Plan for stakeholder engagement 2023/24</p> <p>A poll to parents has been sent out; results will come to a GB meeting later this term. At future parents' evenings iPads will be set up for parents to complete the Ofsted parent view survey.</p> <p><i>VA to finalise stakeholder plan.</i></p>	VA	14/11/23
14.	<p>Governor monitoring</p> <p>Monitoring visits undertaken or planned -</p>	All	30/11/23

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	<i>All Governors to attend the monitoring day on 30th November.</i>		
15.	<p>Governor training booked / undertaken – feedback from Governors.</p> <p>15.1 - Governor Services Termly Briefing Autumn 2023 – VA and HP attended.</p> <p>15.2 - Maintained Schools Headteacher and Governor Briefing 26 September 2023 - KM and VA attended.</p> <p>15.3 - Early years and Phonics – KJ attended.</p> <p>Reminder for Governors to populate the training log with courses booked then update after to show completed. Presentation slides from training can be saved in a folder on Teams in the training section for other Governors to access.</p>		
AOB	The last day of the school year falls on a Monday. KM informed Governors that it will be included as a Staff training day. KM proposed and requested approval from GB for the hours from this training day to be disaggregated - spread throughout the rest of the school year as additional training hours. - Approved		
16.	<p>Evaluation of governance impact</p> <p>School strategic priorities from Reading data were reviewed. The link between appraisal monitoring for staff and the strategic priorities when setting staff targets. A realistic forward look at finances and strategic planning.</p>		
17.	Next meeting – 14th November 2023		
	Meeting Closed 8.50pm		

	Actions from 19th September	Who	Progress
A	Check warranty of Foundation stage playground surface	VA	<p>4/7/23 - email sent to Jo Guest asking about warranty; awaiting response.</p> <p>10/10/23 reply for JG – out of warranty. Obtained a quote to 'Carry out Wetpour Safety</p>

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			Surface repairs within Early Years play area' = £996 inc. VAT. JB has proposed the area can be made safe cheaply with the use of sleepers over the trip hazard. Assign to H&S committee for decision and necessary action. Completed at GB meeting level.
B	Clerk to email link to exclusion training	Clerk	Completed
C	H&S terms of Reference – VA to create new terms of reference	VA	TofR's drafted for GB approval Draft H&S TofR's Reviewed and approved.
D	Draft newsletter with summary of Governors and outline of the role.	Clerk	Governor newsletter November 2023.pptx Out first week of half term. Governors to update by 1 st Nov.
E	Self Evaluation will be investigated on the NGA Pre Ofsted check actions will be included in the GB action plan.	Clerk/VA	Outstanding Completed – on agenda.
F	Publish updated yearly documents	Clerk	Completed

	Actions going forward	Who	Progress
A	Draft newsletter with summary of Governors and outline of the role.	Clerk	Governor newsletter November 2023.pptx Out first week of half term. Governors to update by 1 st Nov
B	Self Evaluation will be investigated on the NGA	Clerk/VA	Outstanding

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C	KM to check with Michelle Parker that the report is the current one.	KM	
D	VA to finalise stakeholder plan.	VA	
E	All Governors to attend the monitoring day on 30 th November.	All	
F	Raise complaint with LA in support of JG	VA	
G	KM/JG report back on pay award	KM/JG	
H	<i>5 Confidential actions</i>	All	

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